

**National Resource Centre for Supplementary Education**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

For the Year ended 31 August 2018

(A REGISTERED CHARITY AND COMPANY LIMITED BY GUARANTEE)

Company number: 08245823

Registered charity number: 1150621

**NRCSE National Resource Centre for Supplementary Education**  
**Annual Report and Accounts**  
For the Year ended 31 August 2018

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**NRCSE National Resource Centre for Supplementary Education**  
**Legal and Administrative Information**  
For the year Ended 31 August 2018

**LEGAL AND ADMINISTRATIVE INFORMATION**

<b>CHARITY NUMBER</b>	1150621																		
<b>COMPANY REGISTRATION NUMBER</b>	08245823																		
<b>START OF FINANCIAL PERIOD</b>	1 <sup>st</sup> September 2017																		
<b>END OF FINANCIAL PERIOD</b>	31 <sup>st</sup> August 2018																		
<b>NAME OF TRUSTEES</b>	<table><tr><td>David Burley</td><td>Chairperson</td></tr><tr><td>Joy Collins</td><td>(Resigned 24/11/18)</td></tr><tr><td>Pascale Vassie OBE</td><td>Secretary</td></tr><tr><td>Ornette Clennon</td><td></td></tr><tr><td>Elzbieta Kardynal</td><td></td></tr><tr><td>Anna Janczuk</td><td></td></tr><tr><td>Gokhan Omur</td><td>(Appointed 05/12/17)</td></tr><tr><td>Hui Tze Ting</td><td>(Appointed 21/11/17)</td></tr><tr><td>Luljeta Nuzi</td><td>(Resigned 18/09/18)</td></tr></table>	David Burley	Chairperson	Joy Collins	(Resigned 24/11/18)	Pascale Vassie OBE	Secretary	Ornette Clennon		Elzbieta Kardynal		Anna Janczuk		Gokhan Omur	(Appointed 05/12/17)	Hui Tze Ting	(Appointed 21/11/17)	Luljeta Nuzi	(Resigned 18/09/18)
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Hui Tze Ting	(Appointed 21/11/17)																		
Luljeta Nuzi	(Resigned 18/09/18)																		

The existing trustees appoint any new trustees following the provisions laid out in the organisation's governing instrument.

<b>LEGAL STATUS</b>	Incorporated Charity
<b>GOVERNING INSTRUMENT</b>	Constitution adopted on 9th October 2012
<b>OBJECTS</b>	The advancement of education of the public by assisting the educational activities of supplementary schools by, in particular, but not limited to: a) providing accredited courses for supplementary education; and b) establishing and promoting the application of a quality assurance framework of standards and criteria
<b>CORRESPONDENCE ADDRESS</b>	NRCSE 356 Holloway Road London N7 6PA
<b>PRIMARY BANKERS</b>	The Co-operative Bank Plc PO BOX 250 Skelmersdale WN8 6WT
<b>INDEPENDENT EXAMINER</b>	Romero Tayong FCCA 105 Fullbrook Avenue, Reading, RG7 1FE

**NRCSE National Resource Centre for Supplementary Education**  
**Report of the Trustees**  
For the Year Ended 31 August 2018

The primary aim of the NRCSE is to provide support and guidance to community-led initiatives offering supplementary education to children; enabling them to deliver safe, effective and sustainable services and to raise their profile among mainstream schools and other children's services. We support community-led organisations (primarily, but not exclusively, Black, Asian, refugee and minority communities) to access appropriate support and training that enhances the quality of their services, at times and in locations that are convenient to them.

We aim for all supplementary schools in England that are active and offering curriculum and/or mother-tongue tuition to be encouraged to join NRCSE, adhere to a code of safe practice and complete quality assurance that is rigorous, nationally recognised, developmental and responsive to their needs.

Our ideal is for appropriate developmental and rigorous quality assurance to be available for all out-of-school hours educational provision (including faith instruction and privately-run tutoring) so that parents and children have access to real options to address educational disadvantage and underachievement that are not determined by socio-economic status; as is presently the case.

**NRCSE provides:**

1. A national quality assurance framework, The NRCSE Quality Mark, for supplementary schools. The process assesses the governance and delivery of projects according to an agreed set of standards and in line with legislative requirements, educational expectations and best practice. Originally determined in 2006 by the Pan London Network - an advisory group of funders, local authorities, supplementary schools and voluntary sector agencies – the framework was entirely overhauled in 2016/17 to reflect the significant changes that have taken place within local and central government; in particular those regarding safeguarding duties. The gateway to quality recognition with NRCSE is now completion of the appropriate local authorities' requirements for CVS providers of children's activities – also known as Section 11 requirements. Quality Mark supports and recognises good practice in teaching and learning, partnership, evaluation and business planning.
2. NRCSE co-ordinates a network of trained and moderated consultants or mentors working either as part of NRCSE, local statutory or voluntary agencies or independently. NRCSE can provide guidance and training on applying for funds to support quality assurance and service development.
3. A freely searchable online database of quality assured supplementary schools across England open to all supplementary schools that can demonstrate their adherence to nationally recognized quality assurance standards.
4. A range of nationally accredited training programmes for supplementary schools, community volunteers, local authorities and other local agencies supporting the supplementary school sector. Agencies and networks can purchase the training and use our resource to engage with supplementary schools in their area. We also offer open training in London that enables individuals to attend where there is no local training provision.
5. Online and face-to-face help and advice supporting supplementary and mainstream schools to develop partnerships and build strong community relationships and engagement.
6. Advice and support to local and central government on all issues related to the delivery of educational initiatives within the community sector and the capacity to deliver specific projects eg. to engage disaffected families in areas of social and economic disadvantage in their children's learning; to build awareness and support for community languages into mainstream education; to ensure safeguarding and behaviour management procedures in community-led provision meet national legal expectations; mapping and engagement programmes.

**NRCSE National Resource Centre for Supplementary Education**  
**Report of the Trustees**  
For the Year Ended 31 August 2018

This year:

### **1. Quality assurance**

1.1 Throughout 2017/18, the NRCSE's new quality assurance scheme was promoted across England through our web-based organisational health-check and guidance. In addition, face-to-face support was delivered to London-based supplementary schools, and in those areas outside London with trained quality assurance mentors: Bradford, Milton Keynes, Luton, Northamptonshire, Suffolk. 53 community organisations completed our 3-day Good Management course, with several of them sending 2 or even 3 people on to the course to ensure knowledge is spread across the organisation and not all held in one overburdened founder's head. This is one of the key features of our 3-day Good Management course, 1 person attends all three sessions, other members of staff, volunteers, management committee or even a parent can accompany on the day that is most appropriate.

Fourteen schools went on from 3-day Good Management course, completing management files and demonstrating safe, well-managed delivery to achieve recognition of the quality of teaching and learning taking place. The Quality Mark for Supplementary Education process follows community organisations delivering out-of-school educational provision from the development of rigorous policies and procedures, with online and face-to-face support. It includes a visit to see those procedures implemented in situ. Managers and teachers are then encouraged to look at their practice and to ask parents and pupils for their feedback. An observation of the classes is arranged. A witness statement and observation report together with a portfolio of evidence according to eight standards is presented for scrutiny to educational experts with mainstream experience and governance experts from NRCSE. The recognition meeting gives time for a video or spoken presentation and a conversation with the experts on areas of best practice. Experts offer advice for further development and determine whether the standards have been met. A detailed report and Quality Mark is given to the school and posted on our online directory of quality assured provision. The process provides a 360° view of the provision and fully supports celebration of achievement – both pupils' and adults', while also providing recommendations for development. An NRCSE Quality Mark provides reassurance for parents and local authorities that children are being offered safe and effective out-of-school activities. We look forward to seeing many more supplementary schools achieve the NRCSE Quality Mark and recognition of their commitment to children's wellbeing and academic attainment in 2018/19.

1.2 A National Advisory Group on the Quality Assurance of Supplementary Schools comprising representatives from nine of the highest achieving supplementary schools in London, East of England, Midlands, North West and North East, inaugurated on 22 November 2013, continued to provide valuable input into our quality assurance work. The Advisory Group contributed to the development of the new Quality Mark for Supplementary Education and met once this year in November 2017.

### **2. NRCSE direct support**

Inevitably NRCSEs delivery has been primarily focused on those areas where work with supplementary schools is supported and funded. In London during 2017/18, with funding from John Lyon's Charity (JLC), we have been able to deliver dedicated training, quality assurance and developmental support to supplementary schools and networks in eight London boroughs and also provide access to quality assurance more widely. From our office in London we supported staff in Bradford, Milton Keynes, Northamptonshire and Suffolk and independent mentors working with individual schools in Birmingham, Coventry, Kent, Luton, Surrey and York.

**NRCSE National Resource Centre for Supplementary Education**  
**Report of the Trustees**  
For the Year Ended 31 August 2018

**London**

2.1 In April 2016, we received a further three-year grant from John Lyon's Charity to strengthen and develop support in 6 London boroughs (Barnet, Brent, Camden, Ealing, Hammersmith & Fulham and Westminster). Work in these boroughs continued throughout the year and our two existing staff members for the project Claud Steven and Ertanç Hidayettin were joined by Yaren Ertunç in May 2017. Training through specific inset days has continued with a focus on supporting children with special educational needs and disabilities, inclusive provision and behavior management have been a particular focus this year, as has well as improved monitoring and evaluation and linking this in attract and maintain funds. The QDAs act as co-ordinators for borough-specific consortia for the teaching of English and maths in Barnet, Brent, Camden and Westminster enabling over 3000 children to benefit from 6,000 hours of English, maths and science tuition within familiar community-led environments. Over the year responsibility for fund management has been handed over to the newly formed Young People's Foundations in Barnet and Camden and in 2019, Brent and Westminster funds will also become locally based as Young Brent and Young Westminster Foundations take over the fund management for youth provision in those boroughs. NRCSE project staff have worked hand-in-hand with the new YPFs ensuring they understand the role of community-led supplementary education in wider community and youth development and, crucially, guiding supplementary school management committees to join the newly-formed YPFs and apply for funds directly. NRCSE mentors have visited 28 supplementary schools in action during the year and supplementary schools in Brent, Harrow, Kensington & Chelsea have had tailored 3-day Good Management courses, followed by individual visits to support their progress towards quality assurance of their delivery and borough-specific forum meetings will be organised for these schools in 2018/19. Termly networking and training events have been held for all six boroughs. Two very popular and well-attended seminars open to supplementary schools across London were held this year attracting over 150 headteachers, co-ordinators, lead teachers and teachers from supplementary schools, as agents of change in improving the quality of their supplementary schools and also NRCSE partner organisations: 'Good Practice in Creative Language Teaching in Supplementary Schools' on 19<sup>th</sup> October 2017, with Alex Pascall – *Sketches, a Personal Journey* and Shabita Shamsad – *Telling Stories through Needle and Thread*; and 'The Added Value of Language and Culture' on 5<sup>th</sup> July 2018, which examined the value and potential of using language and culture as a gateway to educational achievement and wellbeing. Presentations included a challenging and thought-provoking presentation 'Using language and Culture to teach a core subject' by Dr Ornette D. Clennon, Visiting Research Fellow at Manchester Metropolitan University, on the role of education and Making Education a Priority (MEaP), provoking deep and meaningful discussion around 'whose education ladder is it?' Black children are climbing the ladder, achieving top grades, still not getting top jobs 'we have to be more than our white counterparts' This was followed by an informative and practical delivery by Mojgan Soleimani and Cabdul Mohamed of the Harrow Maths Saturday club, exploring the possibilities of using language and culture as an added resource and 'Tracking progress to measure success'.

*'Before my children went to Fatima's maths class they weren't doing well. We have to cooperate; we also have to challenge. Too many cuts' 'The parents need to think, what are my child's skills, and help them every way they can to get there. Like Lewis Hamilton's dad'*

*'There's nothing wrong with the traditional way to do long division. Telling children that while supporting them to understand the ways they are taught in their m/s school' Empowers the parents, maintains children's respect for them. Crucial! Fatima Salmani, Harrow Maths Saturday Club*

*'Fatima uses assessment to motivate the children, to inform the parents, to determine what she teaches next. Every element of her teaching is informed by pupil assessment' said Angela, our senior mentor and*

H&F, Ealing, Barnet, Camden u/w/s Brent + Westminster  
2 less consortium funding, because diff. for new schools<sup>4</sup>  
to get in.  
2 all YPFs have their own funds for a small grant pot

## NRCSE National Resource Centre for Supplementary Education

### Report of the Trustees

For the Year Ended 31 August 2018

*adviser. 'At Sudanese School we use maths/ science to add to their language' Batoul, Sudanese School Westminster*

Following the presentations participants engaged and contributed in two interactive workshops sharing their experiences of good practice and the role of supplementary schools in raising self-esteem and attainment for all students who have English as an additional language or who have a cultural background that goes beyond England.

*'Yes, over time all the school careers advice has been cut. Those cuts hit ethnic minority communities the most. I'm a student careers adviser at uni but pupils need advice BEFORE they get to uni.'*

*'Our children need to study. Ok, that's normal like eating, but that isn't enough in modern society. Schools need careers advisers, to work out with the children what their skills are, what they want to be 'There is more work to do than parents sometimes realise. They need up-to-date information.' 'Supplementary School is a place where we can guide parents.'*

On both occasions the evening concluded with an award ceremony in recognition of the supplementary schools who had achieved the NRCSE Quality Mark and learners who had completed the Effective Teaching in Supplementary Schools OCN accredited course.

Beneficial partnerships have continued with the British Museum, Goldsmith's College University of London, Museum of London, the Polish Educational Society, the Lyric Theatre and the GLA.

#### England-wide

2.2 NRCSEs core work to support community-led supplementary schools outside London has been severely impacted by cuts in local authority funding. Staff with knowledge and experience of working with supplementary schools have moved in to other services or left altogether. We have seen an increase in requests for information and support, particularly from safeguarding teams and community organisations themselves and in new areas where we have not previously worked, but these requests have not transformed into commissions for training or quality assurance. We have provided guidance and expertise through regular meetings with the Department for Education and Ministry for Housing, Communities and Local Government including participation in advisory group on a voluntary code of practice for the out-of-school-sector.

Established partnerships with Milton Keynes, Suffolk, Luton and Bradford councils and the Association of Northamptonshire Supplementary Schools have continued and community-led provision in these areas have had access to NRCSE training, guidance and quality assurance.

#### 3. NRCSE website

3.1 We have improved our web-based resources for supplementary schools and Quality Assurance mentors in line with Government strategies and consultation. The website enables us to use the much more interactive elements of social media and web-based training and while electronic communication in no way replaces face-to-face communication and support it does give supplementary schools an opportunity to share good practice, advertise their work, receive regular updates on relevant legislative changes, be reminded of funding opportunities and deadlines and be signposted to local agencies (eg.CVSs, local accountancy projects, community development foundations, etc.). E-Bulletins are sent out monthly if relevant legislative changes or funding opportunities are announced.

3.2 Our Facebook pages have over 1000 subscribers/friends and our Twitter feed has 1,080 followers, we are able to have interactive exchanges with those 'friends' and 'followers' which had been impossible with the old website. The website has been developed and entirely redesigned using WordPress software expressly to make the most of new social medias and includes blog feed, events and training updates, web

**NRCSE National Resource Centre for Supplementary Education**  
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For the Year Ended 31 August 2018

generated e-bulletins to our subscribers. We have a long way to go to engage with all our members electronically and this can never replace face-to-face contact and support, but we have made a good start with some of our posts receiving 4,000 plus views and general reach being 120-250 views for each Facebook post and our Twitter feed receiving an average of 1,100 impressions a day.

#### **4. NRCSE Membership**

4.1 As local authorities were forced to make massive cuts in expenditure their community development support was reduced. Access to low-cost governance and safeguarding training is patchy and without primary legislation some organisations will continue delivering services to children without adequate procedures in place. In July 2016, we took the decision to change the criteria for membership and list only quality assured supplementary schools as members in our online database. A basic subscription fee of £25 was introduced to enable us to continue giving governance and safeguarding advice to any community group or individual interested in supplementary education and we have a total of 711 subscribers. We are committed to making membership of NRCSE synonymous with quality. Our Quality Development Advice Team (all project workers and administrative staff keep up to date on legal requirements and best practice) are available to help with this and the website includes guidance, examples of good practice provided by other supplementary schools and template policies and procedures. Our safeguarding self-assessment check is free to access.

4.2 NRCSE members must provide evidence that they have been through an independent and rigorous quality assurance process. This can be via Ofsted, their local authority and/or NRCSE. Their membership and listing as quality assured educational provision lasts for 2 years from the date of quality assurance.

#### **5. Accredited training**

NRCSE is a registered provider of accredited training by Ofqual-regulated awarding organisation, Open College Network (OCN) West Midlands.

5.1 During 2017/18, we substantially increased our delivery of our popular modular training courses The Level 3 Qualification – the Certificate in Teaching in the Supplementary Education Sector (QCF ID 601/5835/9) – was promoted and welcomed by supplementary school teachers as a valuable part of their accreditation journey leading towards recognition of their teaching experience and opportunities to develop within mainstream settings as well as to continue working in the voluntary sector.

This year has seen the delivery of NRCSE's accredited modular courses in Barnet, Barking, Birmingham, Camden, Crawley, Derby, Harrow, Hounslow Islington, Leicester, Milton Keynes, Northampton, Sutton Coldfield and Westminster. A total 215 learners attending 21-80 hours each took the courses; 164 learners passed, achieving 907 credits between them – to date - not too late to hand your work in learners! Nine courses were delivered in partnership with Strengthening Faith Institutions and this work has enabled us to reach out to Islamic Supplementary Schools and introduce them to the wider supplementary education sector. Our Leicester-based longtime trainers, Sarvat Ujra and Farooq Mulla have done sterling work developing the training to meet the needs of British educated community teachers and the course content has been strengthened as a result.

We are launching a new Level 2 Award, Effective Teaching in Supplementary Schools and other Out-of-School Services in Autumn 2018 and have improved the learner pathway through to qualification. This has been a key objective since NRCSE started in 2012.

We look forward to developing our work with faith institutions and other supplementary education providers further in 2018.



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**Report of the Trustees**  
For the Year Ended 31 August 2018

## **6. MiFamily Project**

A major new area of work for NRCSE in 2017-18 has been our Erasmus plus project in partnership with six organisations across four European member states. NRCSE is the project coordinator and fund manager which has been a steep learning curve for us but it has enabled us to promote the particular value of community-led supplementary education beyond Britain.

An insufficiently explored approach to overcome the difficulties parents migrating to Europe experience in engaging in the host country's education of their children is the family learning pedagogical approach. The MiFamily project will pilot curricula and resources within school and community settings across five countries.

Family learning is firmly recognised as an effective way of providing adults with the skills and knowledge needed to support their children's education. It also provides a non-threatening route into learning for adults. The courses aim to help parents support their children's education. For parents from newly-arrived migrant backgrounds they can also be a channel to learn more about unfamiliar education systems. The aim of this project is to strengthen the integration of students from migrant backgrounds in to the host country's school settings and to support children's success in education by providing training, coaching and guidance to their parents. Using family learning methods and resources to overcome language and cultural barriers and foster active involvement of migrant parents in their children's schooling.

Seven organisations from five countries: France, Ireland, Romania, Spain and UK working together with local partner agencies to equip teachers, school leaders and educators with the necessary skills and innovative tools to support families from migrant backgrounds. In the process of doing so collaboration between schools, families and other stakeholders will be strengthened. The project uses European frameworks and instruments such as EQF, Europass and School Education Gateway to boost transparency and recognition of learning outcomes on family learning for children and adults from migrant backgrounds. Further details can be found on the website [MiFamilyProject.com](http://MiFamilyProject.com)

## **7. Partnerships**

**BAPS Swaminyaran** invited us to work with them in their training outreach to Gujarati teachers across Britain and we have been happy to deliver workshops at these popular and packed events in 2018. **British Museum, British Academy** – MEITS project and Cognitive Benefits of Language Learning advisory group. **Department for Education** – advisory group on a voluntary code of practice for the Out-Of-School Sector. The widening out of this work to include Youth, Sports, Uniformed Groups, all faith specific provision has been interesting in allowing us to measure the NRCSEs Quality Mark against other sector specific schemes. **Oxford Brookes University** – BELMAS advisory group. **Speak to the Future and the All Party Parliamentary Group for Modern Languages** – continued support to the sector in the campaign for recognition of the tremendous contribution of community-led supplementary schools to language learning, in particular those languages not taught in mainstream schools. **Museum of London**– worked together to promote the supplementary schools programme and events. **Faiths Forum for London** and the **Strengthening Faith Institutions** programme providing access to NRCSE accredited training for teachers in faith establishments across England. NRCSE staff have engaged with the newly formed **Young People's Foundations** in Barnet, Brent, Camden, Hammersmith & Fulham, and Westminster as well as with Erik Mesel at John Lyon's Charity to widen the opportunities for children and young people in those boroughs and ensure that supplementary schools are seen as key players in providing those opportunities.

**NRCSE National Resource Centre for Supplementary Education**  
**Report of the Trustees**  
For the Year Ended 31 August 2018

**Thank you:**

to our funders; John Lyon's Charity and the European Commission; to CITA for their support with our IT;; to Morton Michel Insurers s to NRCSE quality assured schools; to the British Museum and the Museum of London for hosting award ceremonies; and massive thanks from NRCSE and the supplementary schools you quality assured to our educational experts who have given so generously of your time and expertise: Louise Browning, Norbury Primary; Karen Matthews, Bevington Primary; John Paxton, Barnet Children's Services; Gill Roberts, Securing Success; Di Leedham, Salim Aktar, Bradford Children's Services; Sandra Heitt, Liverpool John Moores University; Muninder Dehala, Viking Primary and Tunay Hussein former head Noel Park Primary. Thank you to Rabi Natan Levy and Mustafa Field, Strengthening Faith Institutions and Faith Forum for including us in your important work across the country. Thank you Bernadette Holmes, Teresa Tinsley, Vicky Gough, Wendy Ayres-Bennett, Nigel Vincent and all those working in the campaigns to ensure languages continue to be valued and taught in English schools. Your expertise and willingness to include supplementary schools and community-led mother tongue tuition in your academic research is noted and welcomed. Thank you to Javed Bashir, Bradford Council, Irem Syed, Milton Keynes Council; Matthew Sims and Lynne Butterfield, Luton Council, Claire Prosser and Claire McBurney, Suffolk Council, Cllrs Needham and Simpson, Hammersmith & Fulham, Suzie Yassin, Brent Council and, Camden Council, Abed Moftizadeh and Beverley Thomas, Islington Council, Patrick O'Dwyer Harrow Council and Perryn Jasper and John Paxton, Barnet Council who have promoted and facilitated our work with supplementary schools in their boroughs. A special thank you to Angela Bell, Sarvat Ujra, Farooq Mulla and Sadia Ali who have continued to support NRCSE and quality assurance and teacher training for supplementary schools in so many ways.

**8. Future plans**

The need for a national externally assessed quality assurance for supplementary schools is as strong as ever. Although a number of agencies are developing forms of quality assurance they are likely to remain expensive and out of reach for community-organisations almost entirely dependent on parent fees and community donations. Until we see a real commitment from government to supporting good management and safe practice within in all community initiatives the NRCSE remains the only provider of rigorous yet low-cost quality assurance nationwide. The 3-day Good Management course has been proving popular with supplementary schools and local authorities that know our work. We are working hard to raise the profile of the course with Local Safeguarding Children Boards and Children's Services around the country and look forward to increased take-up of the training in 2019. Our new Level 2 and Level 3 qualifications will be available from December 2018 and we are looking forward to training more community tutors and growing our partnership with Strengthening Faith Institutions. As NRCSE enters the second year of delivery of the MiFamily Family Learning Project with our six European partners we are excited to see the experience of community-led migrant organisations feed in to best practice across Europe.

**NRCSE National Resource Centre for Supplementary Education**

**Report of the Trustees**

For the Year Ended 31 August 2018

**Trustees Responsibilities**

The Charities Act 1993 require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the trust and of the surplus of the trust for that period. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgments and estimates that are reasonable and prudent
- Prepare financial statement on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees

Mr David Burley David Burley

Date 11/12/18

NRCSE National Resource Centre for Supplementary Education  
**Statement of Financial Activities**  
For the Year Ended 31 August 2018

**STATEMENT OF FINANCIAL ACTIVITIES (SOFA)**

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 31 August 2018 £	TOTAL 31 August 2017 £
<b>INCOMING RESOURCES</b>					
<b>Incoming Resources from Generated Funds</b>					
Donations	2	-	-	-	-
Charitable Activities	3	55,138	313,495	<b>368,633</b>	244,286
Other Income	4	43	-	<b>43</b>	47
<b>TOTAL INCOMING RESOURCES</b>		<b>55,181</b>	<b>313,495</b>	<b>368,676</b>	<b>244,333</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of Generating Funds</b>					
Raising Funds		-	-	-	-
Charitable Activities	5	51,197	256,018	<b>307,215</b>	278,145
<b>TOTAL RESOURCES EXPENDED</b>		<b>51,197</b>	<b>256,018</b>	<b>307,215</b>	<b>278,145</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>3,984</b>	<b>57,477</b>	<b>61,461</b>	<b>(33,812)</b>
Total Funds Brought Forward		10,211	79,496	<b>89,707</b>	123,520
Transfer Between Funds		-	-	-	-
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>14,195</b>	<b>136,973</b>	<b>151,168</b>	<b>89,707</b>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. The attached notes form part of these financial statements.

The accompanying accounting policies and notes form an integral part of these financial statements.

NRCSE National Resource Centre for Supplementary Education  
**Statement of Financial Activities**  
 For the Year Ended 31 August 2018

**BALANCE SHEET**

	Notes	Total 2017/18 £	Total 2016/17 £
<b>Fixed Assets</b>			
Tangible assets	9	723	1,065
<b>Current Assets</b>			
Debtors & Prepayment	10	8,287	1,770
Cash at bank and in hand	15	146,757	90,052
		<u>155,044</u>	<u>91,822</u>
Creditors: amounts falling due within one year	11	(4,599)	(3,180)
<b>Net Current Assets / (Liability)</b>		<u>150,445</u>	<u>88,642</u>
<b>Net Assets</b>		<u>151,168</u>	<u>89,707</u>
<b>Funds of the Charity</b>			
Restricted Funds	13	136,973	79,496
General Funds	13	14,195	10,211
<b>Total Funds</b>		<u>151,168</u>	<u>89,707</u>

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006. The accounts have been prepared in accordance with special provisions relating to small companies under s477 of the Companies Act 2006

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for smaller entities (effective April 2008)

The financial statements were approved by the Board of Trustees on 11 December 2018.



Hui Tze Ting  
Trustee

Company number 08245823  
Charity number 1150621

The accompanying accounting policies and notes form an integral part of these financial statements.

NRCSE National Resource Centre for Supplementary Education  
**Statement of Cash Flow**  
For the Year Ended 31 August 2018

	2017/18	2016/17
	£	£
Note		
<b>Cash flows from operating activities</b>		
<b>Net cash provided by operating activities</b>	14    55,662	(33,729)
<b>Cash flows from investing activities:</b>		
Interest/ dividends from investments	<u>43</u>	<u>47</u>
<b>Cash provided by investing activities</b>	<u>43</u>	<u>47</u>
<b>Change in cash and cash equivalents in the year</b>	56,705	(33,682)
Cash and cash equivalents at the beginning of the year	<u>90,052</u>	<u>123,734</u>
<b>Cash and cash equivalents at the end of the year</b>	15 <u><u>146,757</u></u>	<u><u>90,052</u></u>

The accompanying accounting policies and notes form an integral part of these financial statements.

**NRCSE National Resource Centre for Supplementary Education**  
**Notes to the Financial Statements**  
For the Year Ended 31 August 2018

## **1. Accounting Policies**

### **a) Basis of preparation of financial statements**

The financial statements have been prepared in accordance with 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) - (Charities SORP FRS 102) and the Companies Act 2006.

The charitable company meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

### **b) Reconciliation with previously Generally Accepted Accounting Practice (GAAP)**

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was required. The transition date was 1 September 2014. No adjustments were required.

### **c) Going concern**

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern. The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

### **d) Income**

Income, including income from government and other grants, whether 'capital' or 'revenue', is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

Grants are credited to income when they are receivable unless they are for activities relating specifically to a specific future period, in which case they are deferred to that period. Income received under contracts for services is recognised in the financial statements in proportion to the percentage of completion of the contract.

### **e) Donations of gifts, services and facilities**

Donated professional services and facilities are recognised as income when the charity has control over the item or received the service, any conditions associated with the donation have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised so refer to the trustees' annual report for more information about their contribution.

On receipt, donated gifts, professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain

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services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

**f) Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

**g) Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects undertaken by the charity.

**h) Expenditure and irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise of trading costs and the costs incurred by the charitable company in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose.
- Expenditure on charitable activities includes the costs of delivering services and other activities undertaken to further the purposes of the charity and their associated support costs. Where costs cannot be directly attributed, they have been allocated to activities on a basis consistent with their use of resources, e.g. allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.
- Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

**i) Allocation of support costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs comprise the salary and overhead costs of the central function.

Governance costs are the costs associated with the governance arrangements of the charity. These costs are associated with constitutional and statutory requirements and include costs of the preparation and examination of statutory accounts, costs of the trustees meetings, cost of any legal advice to trustees on governance or constitutional matters, and any costs associated with the strategic management of the charity's activities.

Support and governance costs are re-allocated to each of the activities on an estimation, based on staff time, of the amount attributable to each activity.



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**j) Tangible fixed assets and depreciation**

Items of equipment are capitalised where the purchase price exceeds £500. Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates applied per annum are as follows:

Office equipment	25%
Technology equipment	33%
Sports and music equipment	25%

**k) Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**l) Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**m) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**n) Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**o) Pensions**

The company operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

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Notes to the Financial Statements  
For the Year Ended 31 August 2018

## Income

### 2 Income from charitable activities

	Unrestricted	Restricted	2018 Total	2017 Total
	£	£	£	£
John Lyon's Charity		80,000	<b>80,000</b>	80,000
John Lyon's Charity - consortia grants	4,000	56,000	<b>60,000</b>	61,208
Esmée Fairbairn Foundation	-	-	-	35,000
British & Foreign School Society	-	-	-	12,740
British Council - ERASMUS+	-	177,495	<b>177,495</b>	-
Training and mentoring	44,763	-	<b>47,763</b>	46,323
Membership fees and Quality Framework	6,375	-	<b>6,375</b>	9,015
<b>Total income from charitable activities 2018</b>	<b>55,138</b>	<b>313,495</b>	<b>368,633</b>	244,286
Total income from charitable activities 2017	58,546	185,740		

### 3 Income from investments

	Unrestricted	Restricted	2018 Total	2017 Total
	£	£	£	£
Bank interest	43	-	<b>43</b>	47
<b>Total income from investments 2018</b>	<b>43</b>	<b>-</b>	<b>43</b>	47
Total income from investments 2017	47	-		

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**4. Analysis of expenditure**

	Charitable activities £	Governance costs £	Support costs £	2018 £	2017 £
Salaries	103,665	-	-	103,665	114,147
Consultancy & Professional Fees	12,201	-	-	12,201	21,977
Other staff costs	5,678	-	-	5,678	5,539
Grants to schools	145,689	-	-	145,689	104,438
Venue hire and licence fees	6,785	-	-	6,785	4,253
Other project delivery costs	14,695	-	-	14,695	9,088
Premises and equipment costs	10,177	-	-	10,177	12,375
Depreciation	-	-	342	342	506
Office overheads	5,269	-	-	5,269	3,350
Professional fees	-	913	-	913	1,313
Independent examination	-	200	-	200	300
Trustees and governance costs	-	1,352	-	1,352	652
Bank charges	249	-	-	249	207
	<b>304,408</b>	<b>2,465</b>	<b>342</b>	<b>307,215</b>	<b>278,145</b>
Support costs	342	-	(342)	-	-
Governance costs	2,465	(2,465)	-	-	-
<b>Total expenditure 2018/17</b>	<b>307,215</b>	<b>-</b>	<b>-</b>	<b>307,215</b>	<b>278,145</b>
Unrestricted expenditure 2017	46,091				
Restricted expenditure 2017	232,054				
<b>Total expenditure 2017</b>	<b>278,145</b>				

Of the total expenditure, £51,197 was unrestricted (2017: £46,091) and £256,018 was restricted (2017: £232,054).

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**5. Net Income for the Year**

Net income is stated after charging:

	2018	2017
	£	£
Depreciation	342	506
Independent examiner's remuneration:	<u>200</u>	<u>150</u>

**6. Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel**

Staff costs were as follows:

	2018	2017
	£	£
Salaries and wages	96,863	104,469
Social security costs	4,729	5,745
Employer's contribution to defined contribution pension schemes	<u>2,073</u>	<u>3,933</u>
	<u><b>103,665</b></u>	<u><b>114,147</b></u>

No employee earned greater than £60,000 during the year.

The total employee benefits including pension contributions of the key management personnel were £43,742 (2017: £42,854).

The charity trustees were not paid nor received any other benefits from employment with the charity in the year (2017: £nil). Three trustees were reimbursed expenses totalling £827 during the year (2017: £652). No charity trustee received payment for professional or other services supplied to the charity (2017: £nil).

**Staff numbers**

The average number of employees (head count based on number of staff employed) during the year was 6 (2017: 5).

The average number of employees (full-time equivalent) during the year for each activity was as follows:

	2018	2017
	No.	No.
Charitable activities	2.5	2.5
Governance and Support	<u>0.6</u>	<u>0.6</u>
	<u><b>3.1</b></u>	<u><b>3.1</b></u>

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**Notes to the Financial Statements**  
For the Year Ended 31 August 2018

**7. Taxation**

The society is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

**8. Tangible Fixed Assets**

	Technology equipment £	Fixtures & Fittings £	Total £
<b>Cost</b>			
At 1 Sept 2017	4,273	500	4,773
Additions in year	-	-	-
At 31 Aug 2018	<u>4,273</u>	<u>500</u>	<u>4,773</u>
<b>Depreciation</b>			
At 1 Sept 2017	3,326	382	3,708
Charge for the year	312	30	342
At 31 Aug 2018	<u>3,638</u>	<u>412</u>	<u>4,050</u>
<b>Net book value</b>			
At 31 Aug 2018	<u>635</u>	<u>88</u>	<u>723</u>
At 31 Aug 2017	<u>947</u>	<u>118</u>	<u>1,065</u>

**9. Debtors and Prepayments**

	2018 £	2017 £
Grant debtors	-	-
Prepayments	2,976	-
Trade debtors	<u>5,311</u>	<u>1,770</u>
	<u>8,287</u>	<u>1,770</u>

**10. Creditors: amounts due within 1 year**

	2018 £	2017 £
Tax and Social Security	2,531	2,530
Trade creditors	2,068	650
Deferred income and grants in advance	-	-
	<u>4,599</u>	<u>3,180</u>

All of the grants have been received as annual grants, paid in full within the financial year, but intended to fund expenditure across financial years. In previous accounts, the amount required for the following financial year has been deferred, but in these accounts, to be compliant with SORP 2015 and FRS102, no deferrals have been made.

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Notes to the Financial Statements  
For the Year Ended 31 August 2018

## 11. Analysis of Net Assets Between Funds

	Unrestricted	Restricted	2018 Total funds	2017 Total funds
	£	£	£	£
Tangible fixed assets	723	-	723	1,065
Current assets	17,871	137,173	155,044	91,822
Liabilities	(4,399)	(200)	(4,599)	(3,180)
<b>Net assets at 31 August 2018/17</b>	<b>14,918</b>	<b>136,973</b>	<b>151,168</b>	<b>89,707</b>

## 12. Movements in funds

	At 1 Sep 2017	Incoming resources	Outgoing resources	Transfers	At 31 Aug 2018
	£	£	£	£	£
<b>Restricted funds:</b>					
John Lyon Charity	48,047	80,000	(79,799)	-	48,248
John Lyon Charity: consortia for schools	19,700	56,000	(64,009)	-	11,691
British Council: Erasmus plus	-	177,495	(100,461)	-	77,034
Esmee Fairbairn	4,416	-	(4,416)	-	-
BFSS	7,333	-	(7,333)	-	-
<b>Total restricted funds</b>	<b>79,496</b>	<b>313,495</b>	<b>(256,018)</b>	<b>-</b>	<b>136,973</b>
<b>Unrestricted funds:</b>					
General funds	10,211	55,181	(51,197)	-	14,195
<b>Total unrestricted funds</b>	<b>10,211</b>	<b>55,181</b>	<b>(51,197)</b>	<b>-</b>	<b>14,195</b>
<b>Total funds</b>	<b>89,707</b>	<b>368,676</b>	<b>(307,215)</b>	<b>-</b>	<b>151,368</b>

### Purposes of restricted funds:

#### John Lyon Charity

Supplementary school mentor project: raising children's educational achievement through support and training of community-led educational initiatives in the London boroughs of Barnet, Brent, Camden, Ealing, Hammersmith & Fulham and Westminster; support in obtaining Quality Mark Awards. The unspent funds represent the portion of the grant received in 2017/18 which is indented for expenditure to be made in 2018/19.

#### John Lyon Charity: Consortia for schools

Grants for the teaching of English and maths in supplementary schools in the boroughs of Barnet, Brent, Camden and Westminster. The unspent funds represent the portion of the grant received in 2017/18 which is unclaimed and carried forward to be spent in 2018/19.

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**British Council – Erasmus Plus**

The aim of this project is to strengthen the integration of students from migrant backgrounds in to the host country's school settings and to support children's success in education using Family Learning methodology at the earliest stage of additional language acquisition. Seven organisations from five countries: France, Ireland, Romania, Spain and the United Kingdom are working together with local partner agencies to equip teachers, school leaders and educators with the necessary skills and innovative tools to support families from migrant backgrounds. The unspent funds represent the portion of the grant received in 2017/18 and carried forward to be given to partners in 2018/19.

**13. Reconciliation of net income / (expenditure) to net cash flow from operating activities**

	2,018	2,017
	£	£
<b>Net income for the reporting period</b>		
<b>(as per the statement of financial activities)</b>	<b>61,461</b>	<b>(33,812)</b>
Depreciation	342	506
Interest, rent and dividends from investments	(43)	(47)
Decrease/(increase) in debtors	(6,517)	(974)
(Decrease)/increase in creditors	1,419	598
<b>Net cash provided by / (used in) operating activities</b>	<b>56,662</b>	<b>(33,729)</b>

**14. Analysis of Cash and Cash Equivalents**

	2018	2017
	£	£
Cash at bank and in hand	146,757	90,052
	<b>146,757</b>	<b>90,052</b>

**15. Related Party Transactions**

There are no related party transactions to disclose for 2018 (2017: none).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

**16. Reserves Policy**

The trustees have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The trustees aim to ensure the charity will be able to continue to fulfill its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The trustees will endeavour not to set aside funds unnecessarily.

**NRCSE National Resource Centre for Supplementary Education**  
**Independent Examiner's Report**  
For the Year Ended 31 August 2018

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NATIONAL RESOURCE CENTRE FOR  
SUPPLEMENTARY EDUCATION**

I report on the accounts of NRCSE National Resource Centre for Supplementary Education for the period ended 31 August 2018.

**Responsibilities and Basis of Report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

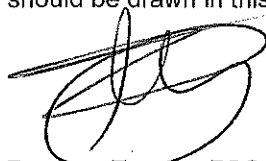
**Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake this examination because I am a member of the Association of Certified Chartered Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.



**Romero-Tayong FCCA**  
105 Fullbrook Avenue, Reading, RG7 1FE