

SCHOOL-HOME SUPPORT SERVICE (UK)

Registered Charity Number 1084696

(A charitable company limited by guarantee and not having a share capital)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2003

REGISTRAR'S COPY

Company No: 3991440



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Directors	Miss Janet Morgan (Chairman) Mr Peter Stickings Mr Terry Farrell The Lady Wilson of Tillyorn Mr John Allen (appointed 1 April 2003) Mrs Julia Carter (appointed 1 April 2003) Miss Catherine McGuinness (appointed 1 April 2003) Mr David Wansbrough (appointed 1 April 2003) The Reverend Alan Wynne (appointed 1 April 2003)
Company Secretary	Mr David Wansbrough
Head of Operations	Miss Amelia Fitzalan Howard
Registered Office	Unit 6 Bow Business Exchange 5 Yeo Street London E3 3QP
Bankers	Barclays Bank plc Docklands Branch Hertsmere House Hertsmere Road London E14 4AA
Accountants	Littlejohn Frazer Chartered Accountants 1 Park Place Canary Wharf London E14 4HJ
Registered Charity Number	1084696
Company Number	3991440

The Directors of the Company School-Home Support Service (UK), (referred to in this report as SHS) have pleasure in presenting their report together with the Financial Statements for the year ended 31 March 2003.

Constitution

School-Home Support Service (UK) is a Company Limited by Guarantee under its Memorandum and Articles of Association, and a Charity registered with the Charity Commissioners on 24 January 2001.

Post Balance Sheet Event

On 1 April 2003 all the assets and liabilities of a connected charity, East London Schools Fund, were transferred to SHS. SHS also took over all employees of East London Schools Fund and their contracts were transferred under TUPE regulations. The enlarged charity will operate through School-Home Support Service (UK).

All the directors of SHS were also directors of East London Schools Fund throughout the year and, after the transfer, the remaining directors of East London Schools Fund became directors of SHS. On 1 April 2003 the Articles of Association were changed by Special Resolution to increase the maximum number of Directors from seven to fifteen.

East London Schools Fund's objects were to further the advancement of education in the Greater London Area, in particular by furthering the pastoral care of pupils through a School-Home Support Service.

Directors

The following Directors, who are also the Trustees of the Charity, have served during the year:

Mr Peter Stickings (Chairman)
Mr Terry Farrell
Miss Janet Morgan
The Lady Wilson of Tillyorn

Michael Rae resigned as Company Secretary on 24 July 2002 and was replaced by David Wansbrough on the same day.

On 1 April 2003 John Allen, Julia Carter, Catherine McGuinness, David Wansbrough and Alan Wynne were all appointed as Directors following the transfer of the assets and liabilities of East London Schools Fund.

The Chairman of the Board and the Head of Operations interview potential new Directors before proposing them to the Board. Subject to approval by the Board, a formal appointment is made.

Liability of members

The liability of members is limited to their guarantee in the event of the Company being wound up during the period of their membership. Members undertake to contribute such amounts as may be required, but not exceeding £1. The Directors are the only members of the Company.

Objects

The Objects of SHS are :

- to advance education, in particular by the provision of school-home support services to improve the pastoral care of pupils; and
- to promote the efficiency and effectiveness of charities which advance education and the efficient and effective application of resources for the charitable purposes of advancing education by promoting, developing and assisting in the provision of services which contribute to the pastoral care of pupils or which foster links between home and school.

Principal activities

The principal activities of the Company are:

- to provide advice, assistance and support to schools, local authorities, national and local government and voluntary agencies, health and welfare organisations involved in the development of school-home support services;
- to liaise between such agencies to promote good practice by providing written materials, consultancy services, conferences and other gatherings; and
- to provide a school-based, child-centred approach to supporting young people in school. The School-Home Support Service works to strengthen links between schools and families, enabling people to work together to overcome the barriers which face children and young people in their time at school.

Organisation

During the year SHS was run by East London Schools Fund, who charged a management fee for this service. SHS has an Annual Directors' Planning Day and regular Directors' meetings throughout the year.

After the transfer from ELSF, the new Management Team will make day to day decisions, and refer policy matters to the Directors. They will continue to hold the regular Directors' meetings and a Finance Committee will be set up, which will report to the Directors.

Development

The exploration into the development and dissemination of the model of School-Home Support Work continued as did the close link between SHS and East London Schools Fund (ELSF).

- During the year SHS took on a Development Co-Ordinator and a part-time PR & Communications Officer to assist the Development Manager from East London Schools Fund.
- SHS continued to make presentations to interested parties during the year, and won a contract with Medway Council to advise on setting up and providing training for their own team of School-Home Support Workers. It also ran a training course for EduAction (Waltham Forest).
- SHS was successful in submitting a proposal to a school in York and appointed its first School-Home Support Worker, who will work as part of the social inclusion team on issues around attendance, supporting families and transition issues into the upper school.
- SHS and ELSF shared a stand at the Education Show in Birmingham for the third successive year, as part of the process to further raise the profile of School-Home Support.
- The Development Manager visited schools, Local Education Authorities, EAZs and committed individuals around the country who were interested in exploring the concept of School-Home Support. There was particular interest from projects in Manchester, Oxfordshire and East Kent.
- The Directors also sought advice from consultants to assist with reviewing and revising the strategy for national expansion, which is directly related to the transfer of activities from the East London Schools Fund. This is considered to be a major step forward, as East London Schools Fund was restricted by its objects to working only in the Greater London Area. The transfer will give SHS the additional infrastructure for development.

Funding

Funding for the national work during the year continued to come primarily from one grant source (The Gatsby Charitable Foundation), but there was additional grant income from the Christian Initiative Trust as well as consultancy and training fees.

Future

As stated, the future for SHS will change dramatically after the transfer from East London Schools Fund. It will be responsible for the generic work of East London Schools Fund, which is to provide a school-based, child-centred approach to supporting young people in school. It deals with a wide range of issues and the schools identify the issues they want their worker to focus on. These include:

- improving attendance
- support for young refugees in school
- preventing exclusions
- emotional support
- family support
- improving relationships between child, parent and school
- poor parenting
- support at secondary transfer
- support for casual entrants
- curriculum support
- bullying
- addressing material hardship
- involvement with cross agency child care initiatives

School-Home Support Workers (SHSWs) provide a complementary, preventative, non-statutory service, which has become an invaluable resource for schools.

The enlarged charity will liaise with both voluntary and statutory agencies and continue to work in the 99 schools in 9 East London boroughs, as well as expand outside London in areas such as York and Kent, where work has already started.

Financial Review

During the year ended 31 March 2003, income of £78,000 (2002 - £35,400) was received from The Gatsby Charitable Foundation and £1,770 from the Christian Initiative Trust. Total incoming resources were £87,033 (2002 - £43,054).

Reserves Policy

It is anticipated that the Directors will adopt the Reserves Policy of East London Schools Fund and this will be confirmed after the transfer. The East London Schools Fund policy is as follows:

Available reserves are defined for the purposes of this policy, as the sum of :

- i. cash surplus to working capital requirements (calculated as the lowest cash balance during the 6 - month period following the year end, as shown in the latest cash forecast);
- ii. investments; and
- iii. unused borrowing facilities, less any restricted funds held for specific purposes.

Purpose of Reserves

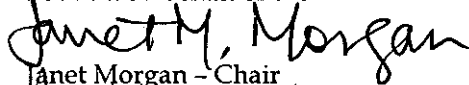
- i. to ensure that any set back which might reasonably be anticipated (to the extent that it represents a significant risk) can be dealt with without needing to make a significant reduction in the services supplied;
- ii. to provide for any reasonably foreseeable contingency, so as to ensure that in any such circumstances ELSF (and from 1 April 2003, SHS) would be able to meet its obligations; and
- iii. to fund future development during the period until the income resulting from that development is received.


Risk assessment

The Company faces a significant risk in the transfer of assets and liabilities from East London Schools Fund; however, the Directors have performed due diligence and believe that the East London Schools Fund has adequate reserves to meet all its liabilities.

The Directors have examined the other major issues to which the charity could be exposed and have established systems to mitigate those risks.

For and on behalf of the Directors


Janet Morgan - Chair


David Wansbrough

2 July 2003

Company and Charity law requires the Company's Directors to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the Company and of the surplus or deficit of the Company for that period. In preparing those financial statements the Directors are required to:

- select suitable Accounting Policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the Financial Statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Accounting Policies selected are set out below.

Accountants' Report to the Directors of School-Home Support Service (UK)

We have prepared, without carrying out an audit, the financial statements for the year ending 31 March 2003 set out on pages 8 to 11.

Respective responsibilities of Directors and Accountants

As described on page 6 the Company's Directors are responsible for the preparation of the financial statements and they consider that the Company is exempt from an audit. Our responsibilities are to prepare the financial statements on behalf of the Directors, based on the company's accounting records and information and instructions from the Directors.

Basis of opinion

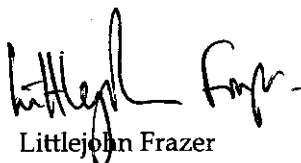
We prepared the financial statements in accordance with best practice. We compared the financial statements with the accounting records maintained by the Company and made such limited enquiries of the officers of the Company as we considered necessary for the preparation of these financial statements.

We have not carried out an audit in accordance with Auditing Standards. Accordingly, we do not express an audit opinion on the financial statements, nor does the scope of our work provide any assurance that the accounting records and the financial statements are free from material misstatements whether caused by error, fraud or other irregularities.

Opinion

In our opinion :

- a) the financial statements are in agreement with the accounting records maintained by the Company under Section 221 of the Companies Act 1985 and information provided by the Directors; and
- b) having regard only to, and on the basis of, the information contained in those accounting records and instructions from the Directors, the financial statements have been drawn up in a manner consistent with the requirements of the Companies Act 1985 and generally accepted accounting principles.



Littlejohn Frazer

Chartered Accountants

1 Park Place
Canary Wharf
London E14 4HJ

28 July 2003

SCHOOL-HOME SUPPORT SERVICE (UK)

STATEMENT OF FINANCIAL ACTIVITIES
Year ended 31 March 2003
(Incorporating an income and expenditure account)

	Note	£	2003 £	£	2002 £
Income and Expenditure					
Incoming Resources					
Grants	1		79,770		35,400
Project Fees			7,005		7,312
Bank Interest and Other Income			258		342
			<hr/>		<hr/>
Total Incoming Resources			87,033		43,054
Resources Expended					
Direct Charitable Expenditure					
Staff Salaries	2	36,330		18,918	
Social Security Costs		3,138		517	
Staff Expenses		1,801		5,521	
Training Costs		706		417	
Publicity		3,163		4,014	
Conferences and Workshops		2,495		9,227	
		<hr/>	47,633	<hr/>	38,614
Management and Administration					
Management Fee		9,000		7,000	
Legal & Professional		4,238		1,172	
Accountancy Fees		588		470	
Office Administration		8,861		2,223	
Depreciation	3	781		696	
		<hr/>	23,468	<hr/>	11,561
Total Resources Expended			71,101		50,175
Net Incoming/(Outgoing) Resources			15,932		(7,121)
Balance at beginning of year			12,004		19,125
			<hr/>		<hr/>
Balance at end of year (all unrestricted funds)			£27,936		£12,004
			<hr/>		<hr/>

All income is from continuing operations.

There are no recognised gains or losses other than the net incoming/(outgoing) resources stated above.

The Accounting Policies and Notes on pages 10 and 11 form part of these Financial Statements.

SCHOOL-HOME SUPPORT SERVICE (UK)

BALANCE SHEET
At 31 March 2003

	Note	£	2003 £	2002 £	£
Tangible Fixed Assets	3		678		696
Current Assets					
Prepayments		330		445	
Cash at bank and in hand		47,189		11,333	
			47,519	11,778	
Current Liabilities					
Accruals		20,261		470	
Net Current Assets			27,258	11,308	
Net Assets			£27,936	£12,004	
Represented by					
Unrestricted Funds			£27,936	£12,004	

For the year ended 31 March 2003 the Company was entitled to exemption under section 249A (1) of the Companies Act 1985. No members have required the Company to obtain an audit of its financial statements for the period in question in accordance with section 249B (2).

The Directors acknowledge their responsibility for:

- Ensuring the Company keeps accounting records which comply with section 221; and
- Preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of its financial year, and of its result for the financial year in accordance with section 226, and which otherwise comply with the requirements of the Companies Act relating to financial statements, so far as they are applicable to the Company.

Approved by the Board on 2 July 2003.


Janet Morgan - Chair

The Accounting Policies and Notes on pages 10 and 11 form part of these Financial Statements.

Basis of Accounting

The Financial Statements have been prepared under the historical cost basis of accounting and in accordance with applicable United Kingdom Accounting Standards and the Statement of Recommended Practice, "Accounting by Charities".

Income

Income is accounted for on an accruals basis. Grants are credited to the Statement of Financial Activities (SOFA) according to the period to which they relate and not on the basis of receipt.

Expenses

Expenditure has been included in the Financial Statements on an accruals basis and is stated inclusive of Value Added Tax.

Depreciation

Fixed assets with a cost of £750 or less are written off in the year of acquisition. All other fixed assets are capitalised and depreciation is provided at rates calculated to write off the cost of each asset, less any estimated residual value, over its expected useful life. The expected useful lives of all fixed assets are deemed to be three years.

Funds

The Directors may earmark unrestricted funds from time to time for identifiable future expenditure. Such funds where they exist will be disclosed as designated funds.

Taxation

As a registered charity the Company is generally exempt from Corporation Tax, but not from Value Added Tax (VAT). Items in the financial statements are inclusive of VAT where applicable.

1. Grants

The Company received grants of £78,000 (2002 - £35,400) during the year from The Gatsby Charitable Foundation and £1,770 from the Christian Initiative Trust.

2. Directors and employees

No director received any remuneration or reimbursed expenses from the company (2002 - £Nil); and no employee earned more than £50,000 during the year.

The average number of employees during the year (excluding Directors) was one.

3. Tangible Fixed Assets**Computer
Equipment****Cost**

At beginning of year	2,088
Additions	763

At end of year	2,851
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Accumulated Depreciation

At beginning of year	1,392
Charge for the year	781

At end of year	2,173
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Net Book Value

At end of year	£678
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At beginning of year	£696
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4. Share Capital

The Company is Limited by Guarantee and does not have a share capital.

5. Related Party Transactions

The four directors, Mr Peter Stickings, Miss Janet Morgan, Mr Terry Farrell and The Lady Wilson of Tillyorn are also directors of East London Schools Fund a registered Charity and Company limited by guarantee. A fee of £9,000 (2002 - £7,000) was paid to East London Schools Fund during the year for management services and £11,676 in respect of salaries of East London Schools Fund employees working on behalf of School-Home Support Service (UK).