

THE TUTORS' ASSOCIATION

8th Annual General Meeting Thursday 19th August 2021

Online

Commencing at 16.00



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Notice is hereby given that the 8th Annual General Meeting of the Tutors' Association will be held
on Thursday 19th August 2021
Online

Commencing at 16.00

Agenda

1. Welcome from John Nichols the President of the Association.
2. Apologies for absence.
3. Approval of the minutes of the 7th Annual General Meeting held on 30th June 2020.
4. To receive the President's report on behalf of the board for the year ending 31st March 2021.
5. To receive the Treasurer's Report on behalf of the board for the year ending 31st March 2021.
6. To announce the composition of the board for the ensuing year 2021/2022.
7. General Members discussion
8. Close 17.00

By order of the Board

Chris Lenton

CT Lenton FTA, FCCA, FCG, FCIM
Director & Secretary
16th June 2021

Minutes of the 7th Annual General Meeting of the Tutors' Association held on
Tuesday 30th June 2020
Online

Those Present:

Directors of the Association

Tim Morris FTA
John Nichols FTA
Richard Evans MTA
Harry Cobb MTA
James Hacking MTA
Ambika Pindoria FTA
Chris Sanders MA, FCIM
Emily Sweerts de Landas Wyborgh MTA
Chris Lenton FTA, FCCA, FCG, FCIM

Office Held

President
Vice President
Treasurer

Chief Executive & Secretary

Directors Elect

Dave Caddies MTA
Oliver Gilsenan MTA
Sarah Gordon MTA
Lucy Spencer MTA
Emma Williams MTA

Vice President Elect

Vice President Elect

Association Staff

Ruth Palomino
Sally Lenton

Marketing Manager
Office Administration

Members

June Barker MTA
Amelia Buckworth MTA
Lucy Cawkwell MTA
Karen Elwis MTA
Beatriz Fontes MTA
Sue Harding MTA
Charlotte Hyde MTA
Parveen Madher MTA
Anne Morris MTA
Ana Navas MTA
Danielle Okumura MTA
Andrew Powys MTA
Jyoti Raniga MTA
Cathleen Beth Sagisi MTA
David Tingle MTA
Caroline Wootton MTA

Jack Bartley MTA
Anita Busby MTA
Abigail Chadd MTA
Magdalena Ewen MTA
Georgina Green MTA
Rupa Harji MTA
Jamil Jivanjee MTA
Tom Maher FTA
Carl Morris MTA
Zac Newman MTA
Helen Osmond MTA
Retha Queenan MTA
Claire Rose MTA
Simon Taylor MTA
Jonas Virsilas MTA

Martin Browne MTA
Dominique Capon MTA
Paul Clark MTA
Alastair Fisher MTA
Chris Grimsdick MTA
John Harris MTA
Sue Laidlaw MTA
Johnny Manning MTA
Adam Muckle FTA
Rob O'Hanlon MTA
Simon de Pinna MTA
Goran Radic MTA
Rosemary Russell MTA
Mital Thanki MTA
Jacob Williams MTA

Apologies

Alexandra Beeley MTA
Charles Bonas FTA
Mylene Curtis FTA
Will Orr-Ewing FTA
Julie Harrison FTA
Nathaniel McCulloch MTA
Ariane Mercurius Taylor MTA
Frank Milner FTA
Alexander Nikitich FTA
Catherine Paver MTA
Kate Shand FTA
Edd Stockwell MTA

Proceedings:

AGM 01/20 Apologies for absence

Apologies for absence are noted in the attendance record above.

AGM 02/20 Approval of the Minutes of the 6th AGM held on 26th June 2019.

The minutes of the 6th Annual General Meeting held on 26th June 2019 were approved unanimously.

Proposed: Adam Muckle

Seconded: John Nichols

AGM 03/20 President's Address and Report on behalf of the Board for the year ended 31st March 2020

The President gave the following address:

It is with a mixture of pride, sadness, and confidence that I address you today.

Pride in some of the things we've achieved together during the two years of my Presidency – of which more in a moment; sadness at leaving behind Board members who have been such staunch colleagues and friends during the past two years, and confidence that I am handing over the role to an excellent replacement at a time of such great opportunity not just for the Association, but for professional tutoring as a whole.

When I took office in 2018, one of my declared goals was to see a growth in membership to 2000. Whilst we have not fully achieved this, membership now stands at 956 and if the surge in applications which has taken place recently continues, I am very optimistic that my goal will be reached and surpassed in the very near future.

What has undeniably been achieved over the same period are substantial changes in the way the profession is perceived by the media, by Government and by the tutoring community. We are now the recipients of regular requests for interview and comment and have even made it to the heady heights of more than one TV appearance.

We are taken very seriously by Government, as the engagement we have with the Department for Business, Energy, and Industrial Strategy attests. The situation with EAS' attempt to classify Tutor

Companies as Agencies, and the associated threat to the self-employed status of individual tutors remains unresolved, but we are determined to ensure that should they be able to make the changes they seek, those changes are made in a way that best protects the interests of tutors, parents, and the economy.

And of course, the recent announcement of the NTP initiative is proof, if proof were needed, that Tutoring is finally and formally being recognised as a uniquely valuable form of education that can support and complement what happens in the classroom. The NTP represents a real opportunity for tutoring to demonstrate a measurable impact on children's education. Much of the detail remains unclear, but we will continue to work with the Sutton Trust and EEF over the coming months to influence their discussions and deliver opportunities for our members.

I am also delighted that we have seen the successful launch of one of the most important membership initiatives we have introduced since our foundation in 2013. The regional Membership Hubs have taken off in a way that's exceeded even our most ambitious hopes, with both the face to face and online versions regularly welcoming forty or more tutors and giving them the chance to discuss topics of mutual interest. The feedback from these hubs is already helping to shape our future priorities as an Association. Thanks, are particularly due to Ana Pindoria for spearheading the initiative and hub leaders Sarah Gordon, Maggie Ewan, Lucy Spencer, and Karen Elwis for their work in turning our plans into reality.

COVID has impacted on the Association as much as it has on you, our members. Our conference, planned for October this year, has had to be cancelled, but we look forward to repeating the outstanding success of our 2019 conference next year at the same venue.

Finally, can I thank my colleagues on the Board, the permanent staff in our office, and you our members, for all the support and encouragement you have shown me during my Presidency. I hand it on at an exciting time for the Association and will continue to do all I can to promote the work and reputation of what I believe is one of the most dynamic membership organisations in the country.

And as I leave, I would like to congratulate John Nichols on his appointment as President of the Association and also to Lucy Spencer and David Caddies, both new directors, who will be working to support John as Vice Presidents.

Finally, I wish to acknowledge the work the directors standing down today at the close of this meeting they have all done a fantastic job and we are extremely grateful for all their efforts.

Thank you everyone.

Members applauded the President

The report was received unanimously.

Proposed: Simon de Pinna

Seconded: Oliver Gilsean

AGM 04/20 Fellowship Award

The President announced that following a meeting of the Fellowship Panel Ambika Pindoria FTA had been made a Fellow of the Association in recognition of her three years' service on the board and her considerable contribution to the Association and the Tutoring Profession during in this time.

AGM 05/20 Treasurer's report on behalf of the board for the year ending 31st March 2020

The Honorary Treasurer referred members to the statutory report and accounts and commented as follows:

Richard Evans thanked Tim Morris and Ambika Pindoria for their amazing contributions as well as bringing much professionalism to the profession and especially to Ambika for setting up the regional hubs and online networks, which have proven to be so successful. He also thanked Chris Lenton and his family for the financial support they have given the Association over the last twelve months. The Association understandably made a small loss for the year, due to Covid19 but was now recovering strongly. Membership had surged in that last few weeks since the announcement of the NTP and the Association was back in surplus. This would be maintained throughout the year.

The Treasurer's report was received unanimously.

Proposed: Martin Browne

Seconded: Simon de Pinna

AGM 06/20 The Composition of the board for the ensuing year 2020/21

The Secretary announced the composition of the new board for the ensuing year as:

<u>Member</u>	<u>Office</u>	<u>Retirement Date</u>	<u>Status</u>
John Nichols MTA	President	2022	Elected
David Caddies MTA	Vice President	2023	Elected
Lucy Spencer MTA	Vice President	2023	Elected
Richard Evans MTA	Treasurer	2021	Member Co-opted
Harry Cobb MTA		2021	Member Co-opted
Oliver Gilsonan MTA		2023	Elected
Sarah Gordon MTA		2023	Elected
James Hacking MTA		2022	Elected
Emily Sweerts de Landas Wyborgh MTA		2022	Elected
Emma Williams MTA		2023	Elected
Christopher Sanders MA, FCIM			NED Appointed
Christopher Lenton FTA, FCCA, FCG	CEO & Secretary		Ex Officio

AGM 07/20 General Members Discussion

The Secretary opened the discussion and invited members to ask any questions of the Directors and Executive or make any observations or comments they felt necessary.

The National Tutoring Programme (NTP)

- a) John Nichols thanked Tim for all his efforts, right up to the last moment! The NTP is one of the best opportunities for the tutoring sector in decades and is obviously something we want to be part of. During discussions with the Sutton Trust, we have continued to support them in their wish to support children across the country. We have put together a task force to organise our response to their proposals. There will be three working groups and members are encouraged to get involved as and when they can. Members will be contacted and asked what sort of support they wish to give. We have suggested a Code of Conduct and Best Practice, put together in the last few weeks, which we will follow up with them, if this has not been done already. On your behalf, we are committed to keeping abreast of developments in order to obtain the best outcome for schools, pupils & tutors.
- b) Karen Elwis asked whether we have heard anything about something similar happening in Scotland?
John Nichols: At present, there does not seem any information on this being rolled out elsewhere. We are not sure, but we think that the programme will only be made available to other UK countries, once it has proved a success in England. We will, of course, be pushing for this to happen as soon as possible.
- c) Karen said that she and other tutors in Scotland were lobbying for this to happen and urged tutors in Ireland and Wales to do the same.
- d) Helen Osmond asked, as a sole trader, will she be eligible to take part in the NTP or will it only apply to tutoring companies?
John Nichols: Enquiries have already been made about this, in trying to consider how individual tutors may be involved, as there is a huge body of tutors who have a wealth of experience to provide.
- e) Tim Morris explained that it is the membership know that from our discussions within the last 24 hours, there is a lot of work still be done in getting the organisation of the roll out of the NTP to fruition. There is little information available from the Government and other organisations involved which is why we will continue to be in discussion with them in the coming weeks.
- f) Lucy Spencer commented that details of the NTP and its roll out had not actually been worked up by the government. While a £350m fund has been allotted, no basic details have been announced.
- g) Lucy Spencer also remarked that the membership has the power of collaboration. The Association and the profession needs to be getting noticed and she suggested that all members should be putting out positive messages and information on all our social media sites.
- h) CL confirmed that the membership would be kept fully informed of the NTP developments.

Continuing Professional Development

- i) Rupa Harji asked, in terms of CPD in particular, are there any areas or topics being considered, or is it completely open?
- j) David Caddies announced he had just been assigned by the board to lead the CPD Committee and that he was putting proposals together for consideration. The subject matter and topics would be very wide ranging falling in three categories:
 1. Tutoring skills – tutor training, SEN, NPL and so on
 2. Best practice – ethics, codes, safeguarding etc
 3. Business skills – marketing, finance, legal, GDPR etc

David stated further that the Association was looking to compile a national programme and he asked anyone who has specialist knowledge which would help with this to please contact him by email via Ruth Palomino.

- k) It was confirmed that Sarah Gordon had volunteered to lead on Safeguarding and Emma Williams to lead on General Practice.
- l) The Board was looking for anyone with a real interest in SEN, who may be interested in providing some input and pedagogy.
- m) Business Skills would be drawn from a mixture of our Affiliate Members and the Association's staff.

Regional Networking Events

- n) The online networking events had been very successful and whilst they had started out as regional events, they now sought to invite all comers.
- o) Ambika Pindoria was thanked by the board for all her work in getting this initiative under way this year.
- p) Many events were general discussions, but it was planned that in future some may be themed and may also have a guest speaker(s).
- q) Lucy Spencer and Sarah Gordon asked members to let them know of any individuals who would like to be guest speakers who might be interested in taking part or have experience in the various areas of specialisation that we are interested in. Effectively they could run a session.

AGM 08/20 Date and time of the next general meeting

The Annual General Meeting for 2021 was provisionally scheduled for Wednesday 23rd June 2021 commencing at 16.00

The Secretary thanked all members for attending the meeting.

The meeting concluded at 16.55 pm.

Chris Lenton

**Chris Lenton FTA, FCCA, FCG,
Chief Executive & Secretary**

9th July 2020

Company Number: 6729532

A Private Company Limited by Guarantee

The Tutors' Association

Report and Financial Statements

to

31st March 2021

Company Number: 6729532, A Private Company Limited by Guarantee,
Report and Financial Statements as at 31st March 2021

Directors	Office	Date of Board Appointment or Resignation
J. J. Nichols FTA	President	
L. A. Spencer	Vice President	Elected 30 th June 2020
R. N. T. Evans MTA	Treasurer	
C. T. Lenton FTA, FCG, FCCA	Secretary	
H. T. Cobb MTA		
D. G. Caddies MTA		Elected 30 th June 2020
M. M. Ewen MTA		Resigned 21 st May 2020
O. C. J. Gilsean MTA		Elected 30 th June 2020
S. L. Gordon MTA		Elected 30 th June 2020
J. R. Hacking MTA		Resigned 4 th March 2021
A. Mercuries-Taylor MTA		Resigned 30 th June 2020
T. R. Morris FTA		Resigned 30 th June 2020
A. S. Pindoria FTA		Resigned 30 th June 2020
C. N. W Sanders MA		
E. C Williams MTA		Elected 30 th June 2020
E. A. Sweerts de Landas Wyborgh MTA		

Secretary and Registered Office

C. T. Lenton FTA, FCG, FCCA, FCIM
15 Bencombe Road
Marlow, Bucks, SL7 3NZ

Solicitors

Pitmans LLP
1 Crown Court,
66 Cheapside,
London,
EC2V 6LR

Bankers

HSBC Plc 46 High Street, Marlow, Bucks, SL7 1AT	Nat West Plc. 7 High Street, Marlow, Bucks, SL7 1AY
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Report of the Directors

The directors present their report and financial statements for the year ended 31st March 2021.

Review of Activities

The Association has had an excellent year with membership growth of 53%, a return to surplus, an increase in staffing and the enhanced strength of the Association's finances. The Association's profile rose considerably during the year through our improved use of social media, marketing, the impact of the pandemic and our response to it, the vastly improved suit of membership benefits and the regular advice we were able to give both members and the public during the pandemic. Income increased 10% which was all the more remarkable since we were unable to hold our annual conference this year. Reserves increased to £21,646 (2020 - £13,999).

Covid-19

It has been a very unusual year for the Association and, indeed, the country has a whole. The Covid-19 lockdown began at the end of our last financial year, and we were uncertain how this might affect us. In the event, the demand for tuition was substantially impacted in both positive and negative ways as examinations were cancelled and parents struggled to home-school children during the various lockdowns. Some sectors of the profession lost substantial amounts of business, and the impact is yet to be fully ascertained. Most tutors adapted to online delivery using a variety of technology solutions which were available through the Association. As we write this report the worst of the pandemic is slowly coming to an end, and we anticipate that normal face-to-face tutoring will return in the summer term.

The National Tutoring Programme (NTP)

In 2019 we discussed with the Sutton Trust the possibility of introducing a government backed voucher scheme to help disadvantaged children get extra tuition support. However, once the pandemic hit, the Sutton Trust – along with others - proposed a support package to the Department for Education resulting in the Secretary of State for Education launching the National Tutoring Programme in June 2020. The Education Endowment Foundation (EEF) together with a consortium of charitable partners were entrusted with running the NTP and proceeded to create a grant-funding round, regrettably ignoring much of the advice and input we provided to them. The list of 33 approved tuition providers was published in October 2020 but only 8 of them were recognised tutoring companies. The Association has been very critical of the scheme and the selection criteria which favoured organisations with whom the EEF had previously worked. Evidence of having successfully delivered tuition to schools using quality/experienced tutors was not included in the criteria, which TTA believes was a grave mistake.

The Association supports the NTP in principle but has raised its concerns with the Secretary of State for Education, the Rt Hon Gavin Williamson MP, the Minister of State for School Standards, the Rt Hon Nick Gibb MP and also the Chair of the Education Select Committee, Robert Halfon MP. We have received responses from ministers regarding this which have been promising in tone but lacking firm commitments. We have also made a number of important recommendations and we have noticed a shift in focus from further grant-funding rounds to an open-access scheme which has great potential if done properly. Phase 2 is due to be rolled out in September 2021 but with a change in administrator for whom the department is tendering at this point in time. The Minister has acknowledged our support and undertaken to pass on our offer of help to the new administrator when appointed. It is our objective to ensure that the mainstream tutoring profession is at the forefront of the delivery of Phase 2 of the NTP.

The Department for Business, Energy and Industrial Strategy (BEIS)

During the course of the year, the judicial review relating to the classification of tutoring companies as employment agencies and therefore having to register under the Employment Agencies Act 1973 found in favour of the BEIS. Leave to appeal was refused. The potential effects of this judgment are potentially quite profound for the profession. The Association has been in discussions with the department and is currently seeking to negotiate a solution to the problems that have resulted from the judgement. The Association is due to meet with the department later this year.

Activities this year

The Board has approved several new initiatives this year:

- ❖ A new Learning Management System (LMS) was contracted for to support the launch of the Association's continuing professional development for members. The LMS is currently being populated with content.
- ❖ It has been decided to hold a virtual conference this year on 29th October 2021
- ❖ We launched the new membership packs and cards
- ❖ The Membership Benefits have been expanded
- ❖ Our social media profile has increased significantly
- ❖ We have introduced new safeguarding standards
- ❖ The Membership Hub meetings have been hugely successful

Our Objectives

The Association was set up with the following objectives which will be subject to review in light of consultation with our growing membership:

1. To promote best practice in Tutoring for the benefit of members, students, and the public.
2. To commission, promote and expand the horizon of knowledge and research in what has become a highly dynamic, innovative, and internationally minded industry.
3. To develop a membership body of individuals and corporate members whose interests are in tutoring and tutoring management.
4. To provide opportunities for tutors to enhance their skills and knowledge through the provision of seminars, workshops, conferences, and CPD-style events.
5. To provide tutors with the opportunity to network with their peers for the exchange of information, experience, and opportunities.
6. To provide a set of recognised standards and a code of ethics that members agree to follow in the interests of enhancing the reputation of both the Association and the Profession.
7. To provide means of assessing knowledge, skill and experience of the principles and practice of tutoring and to organise educational and certification programmes, courses and examinations in tutoring and other appropriate topics and, subject to any law, to award certificates, charters, degrees, diplomas and prizes as appropriate to successful examinees who pass such assessments and tests in such manner as the Board of Directors may determine from time to time.

8. To protect our members.

Constitution and Governance

The Board

The Board comprised of the following people who served during the financial year:

The Officers and Directors	Office	Date of Board Appointment Or Resignation
Directors		
J. J. Nichols FTA	President	
L. A. Spencer MTA	Vice President	Elected 30 th June 2020
R. N. T. Evans MTA	Treasurer	
C. T. Lenton FTA, FCG, FCCA	Secretary	
H. T. Cobb MTA		
D. G. Caddies MTA		Elected 30 th June 2020
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A. Mercurius-Taylor MTA		Resigned 30 th June 2020
T. R. Morris FTA		Resigned 30 th June 2020
A. S. Pindoria FTA		Resigned 30 th June 2020
C. N. W Sanders MA		
E. C Williams MTA		Elected 30 th June 2020
E. A. Sweerts de Landas Wyborgh MTA		

Elections and Officers of the Association

Elections were held in the spring of 2020. There were 10 candidates for 5 vacancies and the following members were elected to the board: Emma Williams, Lucy Spencer, Oliver Gilsenan, Sarah Gordon and David Caddies.

Finally, no mention of the last year would be complete without a 'thank you' to our Board and all our other volunteers who give of their time, skills, and expertise in huge measure. We look forward to the new financial year with vigour, purpose, and optimism.

By order of the Board

John Nichols

J. J. Nichols FTA
President of the Association & Director
Date: 15th April 2021

Honorary Treasurer's Report

Overview

This year the Association returned to surplus for the year of £7,647, (deficit £3,770, 2020) representing a good turnaround of our fortunes. The successful financial outturn is a result of a strong membership performance with membership increasing 53%. Our balance sheet is much stronger, as is our cash flow.

Income and Expenditure

Income for the year rose 10% to £124,380 (£112,816, 2020) and costs remained the same at £116,733 (£116,586, 2020). Travel was significantly down due to the Covid-19 restrictions. The cost of our unsuccessful application to become and approved provider of the National Tutoring Program has been written off in full. We continue to invest in staffing, particularly in customer and membership services and marketing.

Statement of Compliance

We have reviewed the financial statements of the company which comprise the Income and Expenditure Account, Balance Sheet and the related notes from the accounting records and information and explanations you have given to us. The Accounts have been completed in accordance with the current accounting standards.

The Directors confirmed the balance sheet as at 31st March 2021 and confirm that the company has kept adequate accounting records and prepared financial statements that give a true and fair view under the Companies Act 2006. The Directors consider that the company is exempt from the statutory requirement for an audit for the year.

Outlook

The Directors have approved a new operating plan for 2021/22 which is currently being implemented. The Directors and I are confident that during the forthcoming year the Association should produce a surplus of approximately 10% of income from a significantly larger membership - as we did this year. It is the Board's intention to build our reserves whilst improving membership engagement.

No report would be complete without acknowledging and thanking my colleagues who are all volunteers and give of their time and resources so generously and the staff for all their hard work throughout the year. We remain confident that the Association will continue to develop and grow and that it will have a prosperous year ahead.

Richard Evans

Chris Sanders

R. Evans MTA
Honorary Treasurer & Director
Date: 15th April 2021

C. N. W. Sanders MA
Director

Income and Expenditure Account for the Period
Ending 31st March 2021

	£ 2021	£ 2020
Income		
Membership Subscriptions	120,135	81,932
Conference, Workshops and Seminars	4,245	30,884
Total Income	<u>124,380</u>	<u>112,816</u>
Expenditure		
Accounting & Finance	3,007	2,074
Conference, Workshop and Seminars	-	22,565
National Tutoring Programme	5,281	-
Membership and Benefits	4,494	5,636
Governance and Board	424	1,135
Staff Costs	89,708	70,716
Office Expenses	6,441	4,423
Rent & Rates	3,000	3,000
IT & Web	3,899	3,769
Travel	479	3,268
Total Expenditure	<u>116,733</u>	<u>116,586</u>
Surplus/(Deficit) for the Period	<u>7,647</u>	<u>(3,770)</u>
Balance Brought Forward	13,999	17,769
Balance Carried Forward	<u>21,646</u>	<u>13,999</u>

Balance Sheet
as at 31st March 2021

	Notes	<u>2021</u> £	<u>2020</u> £
Fixed Assets			
Furniture and Fittings	1	1,844	960
Software	1	-	2,640
Total Net Fixed Assets		<u>1,844</u>	<u>3,600</u>
Current Assets			
Bank	2	36,835	1,932
Debtors	3	12,340	27,163
Stock		2,416	1,581
Other Debtors	4	2,481	15,764
Total Current Assets		<u>54,072</u>	<u>46,440</u>
Current Liabilities			
Amounts falling due within one year	5	<u>(6,270)</u>	<u>(19,705)</u>
Net Current Liabilities		<u>47,646</u>	<u>30,335</u>
Creditors			
Amounts falling due after one year	6	28,000	16,336
Total Assets Less Current Liabilities		<u>21,646</u>	<u>13,999</u>
Reserves			
Accumulated Reserves		<u>17,769</u>	<u>17,769</u>
Income and Expenditure Account		<u>7,647</u>	<u>(3,770)</u>
Total Reserves		<u>21,646</u>	<u>13,999</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act. The directors acknowledge their responsibilities for:

- i. Ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and
- ii. preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small Companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the Board on 15th April 2021

John Nichols

Richard Evans

J. J. Nichols FTA
President & Director

R. Evans MTA
Treasurer & Director

Date: 15th April 2021

Statement of Cash Flows
for the year ended 31st March 2021

	Notes	2021	2020
Cash flows from operating activities			
Operating income or (deficit) for the financial year		<u>7,647</u>	<u>(3,770)</u>
Adjustments to reconcile Net Income to Net Cash:			
Debtors		14,825	(563)
Prepaid Expenses		13,282	(9,208)
Stock		(835)	(1,581)
Software depreciation		(3,998)	2,198
Accounts payable		(17,195)	17,195
Deferred income		(1,500)	(4,900)
Loans		-	3,336
Payroll HMRC		270	(301)
Pensions		(98)	98
VAT Liability		<u>(913)</u>	<u>(614)</u>
Total Adjustments		<u>3,838</u>	<u>5,660</u>
Net cash from operating activities		<u>11,485</u>	<u>1,890</u>
Investing Activities			
	1		
Tutoring For All Limited Share Capital	11	(2,000)	-
Furniture and Fittings		(1,780)	(554)
Depreciation		896	623
Software		<u>6,638</u>	<u>(1,387)</u>
Net Cash provided by investing activities		<u>3,754</u>	<u>(1,318)</u>
Financing Activities			
HSBC	6	28,000	-
Lenton & Associates		(10,336)	-
Tutoring For All Limited	11	2,000	
Net Cash Increase for period		19,664	572
Cash at the beginning of the period		1,932	1,360
Cash at the end of the period	2	<u>36,835</u>	<u>1,932</u>

This statement has been produced in accordance with FRS 102 Section 7 December 2018.

ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Income

Income is included in the profit and loss account on the basis of amount receivable for the year. Membership subscriptions that have remained unpaid for more than three months by the year end are credited.

Depreciation

The rates of depreciation applied to the Association's assets are as follows:

Furniture and Fittings	25%
Software	20%
IT Equipment	25%

All depreciation is calculated on a reducing balance basis

1. Fixed Assets

	2021	2020
Furniture and Fittings Cost		
At 1 st April 2020	3,182	3,182
Additions	<u>2,334</u>	<u>554</u>
At 31 st March 2021	<u>5,516</u>	<u>3,736</u>
Depreciation		
At 1 st April 2020	2,776	2,153
Charge for the year	<u>896</u>	<u>623</u>
At 31 st March 2021	<u>3,672</u>	<u>2,776</u>
Net Book Value	<u>1,844</u>	<u>960</u>
Software Cost		
At 1 st April 2020	6,638	5,250
Additions	-	1,388
At 31 st March 2021	<u>6,638</u>	<u>6,638</u>
Depreciation		
At 1 st April 2020	3,998	1,800
Charge for the year	2,640	2,198
At 31 st March 2021	<u>6,638</u>	<u>3,998</u>
Net Book Value	<u>-</u>	<u>2,640</u>
At 1st April 2020		<u>3,600</u>
At 31st March 2021	<u>1,844</u>	

2. Banking

The Association has three bank accounts as a result of the creation of Tutoring For All Limited which was the proposed vehicle for the Association Consortium Bid to The National Tutoring Programme (NTP). The Directors have decided to retain the company and the account in the event it is required for Phase 2 of the NTP. Also, the Tutoring Federation is owned by the Association but is currently dormant. (See note 11 below)

	2021	2020
HSBC – The Tutors’ Association	34,835	1,932
Nat West – The Tutoring Federation	-	-
Nat West – Tutoring For All Limited	<u>2,000</u>	<u>-</u>
Total	<u>36,835</u>	<u>1,932</u>

3. Debtors

The accounts are prepared on a receipts basis and subscriptions are invoiced when they are paid. Those who have not paid within three months are removed from membership. All commercial income is invoiced on an accrual basis.

4. Other Debtors	2021	2020
Prepaid Expenses		
Conference 2019	1,414	14,525
AGM	-	496
Membership Software	770	-
Prepayments	297	743
Total	<u>2,481</u>	<u>15,764</u>

5. Creditors amounts falling due within one year

Trade and Other Creditors	2021	2020
Trade Creditors	-	17,195
Loan: Lenton & Associates Limited	6,000	-
HMRC	270	912
Nest Pensions	-	98
Deferred income Conference	-	1,500
Total	<u>6,270</u>	<u>19,705</u>

The short-term loan made in 2019 was from Lenton & Associates Limited.

6. Creditors amounts falling due beyond one year

Loans	2021	2020
HSBC Plc	28,000	-
Lenton & Associates Limited	<u>-</u>	<u>16,336</u>
Total	<u>28,000</u>	<u>16,336</u>

Creditors amounts falling due beyond one year continued

During the year, the Association took advantage of the Government's Bounce Back Loan facility. It is repayable from 1st May 2021 through to 30th April 2026. The first year was interest free; subsequently it will be at the rate of 2½% flat rate.

7. Taxation

- a) The Association has been set up as a not-for-profit membership and confirmation has been received from HMRC that, provided the professional activities undertaken by the Association are for the benefit of the members, then the income from membership will be treated as "mutual" in nature and therefore not taxable. Profits on all commercial activities will be subject to corporation tax at the prevailing rate.
- b) The Association has been approved by HMRC under section 344 of the Income Tax (Earnings and Pensions) Act 2003 as an approved body for the purposes of Members obtaining tax relief for members on their annual subscriptions.

8. Going concern

- a) The results show a surplus for the year of £7,647, (2020 - deficit £3,770). The company is a not-for-profit organisation and occasionally will break even or make a small loss. Despite the Covid-19 virus outbreak the Association has returned to surplus.
- b) The reserves policy is that the Association will attempt to make a surplus of 10% of its income each year of which approximately 5% would be transferred to the reserves and the balance reinvested in membership benefits and the Association's mission.
- c) The directors are confident that the Association and can meet all its liabilities during the ensuing financial year.

9. Contingent Liabilities

There are no contingent liabilities.

10. Related Party Transactions

- a) Travel expenses were paid in the year to C. Lenton in the sum of £394 (£1,372, 2020), J. Nicholls £85 (£0, 2020) both of whom have served as directors of the company during the financial year.
- b) Other services were provided by companies in which two of the directors had an interest. During the year fees of £25,500 (£20,000, 2020) were charged in respect of corporate governance, finance, membership acquisition and administration services rendered by Lenton & Associates Limited, in which C. T. Lenton is a director and fees of £10,750 (£6,000, 2020) were charged in respect of marketing services rendered by S&S Partners Limited in which C. N. W. Sanders is a director.

11. Subsidiary Companies

The Association has two wholly owned subsidiary limited companies both of which are dormant.

<u>Company</u>	<u>Shareholding</u>
The Tutoring Federation	Sole signatures to the guarantee
Tutoring For All Limited	2000 Ordinary shares fully paid

12. Not for Profit Company limited by guarantee

The Tutors Association is a company limited by guarantee and has no share capital. Each member's liability is limited to £1 (one pound). There is no distribution clause and members cannot benefit from the proceeds of any sale or winding up.

13. Directors

All services by Directors given in their capacity as Directors of the company and for services rendered whilst serving on the board, are undertaken in an honorary capacity.

14. Membership

Membership of the Association grew by 53.3% and as at 31st March 2021 was as follows:

	2021	2020
Fellows	15	10
Individual Members	919	605
Corporate Members	351	228
Corporate Affiliates	<u>37</u>	<u>19</u>
Total	<u>1,322</u>	<u>862</u>

**The Tutors' Association is the Profession Body
Representing the Tutoring Profession in the UK
Its Membership consist of both Individuals and Corporate Members
Who are signed up to a Code of Professional Practice**

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A Not-for-Profit Company Limited by Guarantee

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