

Minutes of the 8<sup>th</sup> Annual General Meeting of the Tutors' Association held on  
Thursday 19<sup>th</sup> August 2021  
Online

**Those Present:**

**Directors of the Association**

John Nichols FTA  
Lucy Spencer MTA  
Richard Evans FTA  
Dave Caddies MTA  
Harry Cobb MTA  
Oliver Gilsenan MTA  
Sarah Gordon MTA  
Emma Williams MTA  
Chris Sanders MA, FCIM  
Chris Lenton FTA, FCCA, FCG

**Office Held**

President  
Vice President  
Treasurer  
  
Chief Executive & Secretary

**Members of Staff**

Jessica Cilliers Marketing Manager

**Members**

Ajitpal Atwal MTA  
Acchut Bakal MTA  
Helen Clark MTA  
Jen Fidai MTA  
Sunitha Grandhi MTA  
Robert Hardy MTA  
Chin Hui Tan MTA  
Selina Idiens MTA  
Susan Johnson MTA  
Thomas Maher FTA  
Qudus Majiyagbe MTA  
Tim Morris FTA

**Members**

Carolyn Moss MTA  
Adam Muckle FTA  
Alexander Nikitich FTA  
Louise Nixon MTA  
Joseph Onakoya MTA  
Michael Richmond-Coggan MTA  
Sam Romeo MTA  
Cathleen Beth Sagisi MTA  
Emma Swanson MTA  
Jonah Ulebor MTA  
Melanie Williams-Browne MTA

**Corporate Members**

Black Stream Education  
Bonas MacFarlane  
British Home Tutors  
Carfax Private Tutors  
Education Boutique  
Elite IB Tutors  
Get My Grades  
Leap Tutors Education and Training Services  
Lextra Learning  
Naota Kabaf Global Ventures  
Pearson UK

**Represented By**

Jen Fidai MTA  
Harry Cobb MTA  
Thomas Maher FTA  
Alexander Nikitich FTA  
Lucy Spencer MTA  
Sam Romeo MTA  
John Nichols FTA  
Joseph Onakoya MTA  
Jonah Ulebor MTA  
Qudus Majiyagbe MTA  
Melanie Williams-Browne MTA

**Corporate Members (continued)**

Star Gleam Education  
The Profs  
Tutor Doctor Bristol  
Tutor Doctor Crew  
Tutor Doctor Leeds Northwest  
Tutoring Futures  
Wildwood Childcare

**Represented By**

Sunitha Grandhi MTA  
Richard Evans FTA  
Chin Hui Tan MTA  
Selina Idiens MTA  
Michael Richmond-Coggan MTA  
Emma Swanson FTA  
Louise Nixon MTA

**Apologies**

Joan Opie MTA  
Emily Sweerts de Landas Wyborgh MTA

**Proceedings:**

**AGM 01/21 Apologies for absence**

Apologies for absence are noted in the attendance record above.

**AGM 02/20 Approval of the Minutes of the 7<sup>th</sup> AGM held on 30<sup>th</sup> June 2020.**

The minutes of the 7<sup>th</sup> Annual General Meeting held on 30<sup>th</sup> June 2020 were approved unanimously.

**Proposed: Adam Muckle**

**Seconded: Richard Evans**

**AGM 03/21 President's Address and Report on behalf of the Board for the year ended 31<sup>st</sup> March 2021**

The president welcomed members to the meeting and gave his report as follows:

**NTP**

The advent of the NTP has seen a tremendous shift in the profile of the professional tuition sector across the UK. Whereas the tuition sector has very rarely been mentioned in government documentation by the DfE prior to 2020, suddenly it has been front page news for many news outlets, not just the education sector and for very good reason. Professional tuition has been singled out as one of the main planks of the government's response policy to the pandemic in terms of education and it accounted for around two thirds of the funding announced by the DfE in 2021 in their spending review, following the announcements by the DfE earlier this year.

Tuition has really been thrust into the limelight but, unfortunately, the NTP hasn't been an unqualified success. There have been a number of bumps along the way not least of which, very early on, is that it was constructed in a way that it would exclude close to 95% of the tuition sector within the UK. As you can imagine, the Association has put in a great deal of behind the scenes work on behalf of members and the sector more broadly, to try and make this well known to those running Phase 1, which was a consortium of charities led by the Education Endowment Foundation.

We were very vociferous in our efforts to change but unfortunately, as is generally the way when organisations are given large government contracts, very little ended up changing following our

protestations. Although there have been elements of success, we've seen Phase 1 of the NTP miss its potential.

This year the NTP is being run by a different organisation although we may still encounter problems and we anticipate that we will need substantial, sustained lobbying and engagement to ensure that Phase 2 doesn't also fall foul of its potential. The Association will have more work to do in the coming year. The NTP is only one aspect of the TTA's involvement with government policy holders this past year, and how it continues to engage with them on an increasing level going forwards.

### **BEIS**

We have engaged directly with the press not just on the NTP but on tuition more generally and we continue to be closely involved with the department of business enterprise and industrial strategy and their efforts to investigate the tuition sector under the arcane auspices of the Employment Agencies Act 1973. Members likely to be affected by this will receive further updates in due course.

### **The National Conference**

Due to the pandemic, we did not hold a conference in 2020 but this year's conference will be held on-line on Friday 29<sup>th</sup> October, and I look forward to seeing as many of you there, as possible. WE are pleased to be able to announce that the Secretary of State for Education the Rt Hon Gavin Williams MP has agreed to be our keynote speaker.

### **CPD**

The conference will see us announcing and launching our new, TTA CPD platform, enabling members free access to another level of support in terms of high quality, continuous professional development, providing the best quality teacher training materials, tailored to the tutoring sector and how the sector works.

I would like to say a huge thank you to those closely involved – the CPD Panel, Members of the Board, Emma Williams who has put in a tremendous effort to assist with this, Sarah Gordon and Emma Thomas all of whom have put in a substantial amount of time to make this happen as well as Samantha Nichols and many others who were involved. Their input is greatly valued and appreciated.

### **The Board**

I would also like to thank the Directors of TTA over the last year for their substantial amounts of time and effort to ensure that the Associations governance is carried out properly and continuous improvement in the Association. I am very proud of the Board we have and what they have achieved.

I would also like to thank the Board for their confidence in me, evidenced by my re-election as President for another term. I look forward to working with them to continue making great progress for our Association and its members.

### **Richard Evans**

I would like to say a particular thank you and farewell to one of our Board, Richard Evans who has made a huge contribution over the last 4 years. Richard has worked tirelessly behind the scenes on BEIS, on which he is very knowledgeable; he has worked hard to making the Board more accountable and more active. I would be delighted if Richard would open the envelope which I hope he has close to hand, as we are awarding him his Honorary Fellowship of the Association which is richly deserved.

Richard responded by saying that he would be displaying his Certificate of Fellowship which he says will soon be proudly hung in his new office. Richard thanked Chris Lenton for forming the TTA and the Past Presidents under whom he has worked. He particularly wanted to thank Anna Pindoria for creating the webinars which have been one of the best innovations in the last couple of years.

Members commented as follows:

- a) Qudus Majiyagbe thanked John for the information on NTP. He suggested what about forming some sort of association where we can work with schools, with the new programme coming out? It could reach out to schools to develop their own version of NTP to create jobs perhaps for members in various regions in competition with Randstad.
- b) John Nichols responded that there is a schools-led tuition grant coming out this academic year and we have said that we will offer assistance to schools in that regard, to connect schools with TTA members who would encourage them to provide effective, good tuition themselves.
- c) Lucy Spencer commented that this has been discussed at great length, to forge links with schools and to get our name out to parents so that they understand who we are. As we are all professionals, we should be careful about giving tuition pro bono as this devalues our worth. I don't believe our first conversations with schools should be about free tutoring as this undermines the value of the tutors themselves although some do offer their skills at no charge.

**The report was received unanimously.**

**Proposed: Tomas Maher**

**Seconded: Oliver Gilsenan**

#### **AGM 04/21 Fellowship Award**

The President announced that following a meeting of the Fellowship Richard Evans FTA had been made an Honorary Fellow of the Association in recognition of his four years' service on the board and his considerable contribution to the Association and the Tutoring Profession during in that time.

#### **AGM 05/21 Treasurer's report on behalf of the board for the year ending 31<sup>st</sup> March 2021**

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

The Association had had a good recovering from two years of loses to record a surplus if £7,647. This was particularly impressive given that the Association did not have a conference which would ordinarily contribute to half the surplus. The current surplus was driven by a phenomenal increase in membership which grew by 53%, also driven by the quality of new leadership and the Association's social media presence. The spike might be temporary as a result of individuals and Corporates joining the Association in the wake of the NTP. However it was encouraging to note that individuals and organisations felt the need t join so as to have access to and a voice in the new scheme. We secured a bounce back loan as a protective measure against tutoring business going under and membership falling which turned out not to be the case and the fact that no conference might adversely affect the finances. There is a question for the board as I hand over the role of Treasurer to Oliver Gilsenan as to whether we morally repay the loan. However there is no fiduciary obligation to do so and that the loan can be used for finance the strategic development of the Association.

Finally I will continue as a fellow of the Association to encourage the Association to invest in its future and also retain a reserves policy of having at least three months of operating costs covered. The cash flow is strong, and I would encourage the board to continue to invest in more membership benefits particularly for Corporate Members and also lobby government on behalf of members. The Association is in very good position, and I look forward to next year to see what the new directors can achieve.

Members commented as follows:

- a) Tom Maher: What are the NTP costs which have been written off? Chris Lenton (CL) confirmed that the Association had spent £5,200.
- b) Tom Maher: The Association had applied for a bounce back loan. Are you able to put a figure on that and a timescale for repaying it? CL replied that the loan was £28000 with no repayment or interest for the first year. The repayment terms are 5 years which began in May this year. It was applied for as a precaution, during the pandemic. There were a few months when our cash flow was poor, and we had to dip into the loan, but we could repay it immediately if the Board choose to do so.
- c) Tim Morris: It's great to see a 53% growth in 20/21 – a testament as to how the Association has improved and people are wanting to engage with us. How are we seeing that progressing since March? CL stated that since April 1<sup>st</sup> the Association has put on 143 new members; 98 individuals and 38 corporates but we have lost a few to. Some 60 members have been suspended because they don't have a current enhanced DBS certificate. They will be reinstated when they renew. Overall the acquisition of new members is progressing at a good rate.
- d) Robert Hardy: Stated that he was sure the Board has discussed this but is there a potential conflict of interest with regard to Chris Lenton and Lenton & Associates limited? Have all the right procedures and disclosures been put in place?
- e) The President responded by reassuring members that all the proper procedures and legal and statutory disclosures have been met. There are no financial transactions relating to the Secretary authorised by him or in respect of payments to Lenton & Associates who provided administrative and company secretarial services . Everything is pre-agreed by the President and the Treasurer before any payments are made.
- f) Chris Lenton thanked Robert for raising the question. When the Association began, I was the sole member of staff and was paid nothing. In fact I donated time and money to get the Association up and running in the early years. Lenton & Associates Limited, a company in which I have a 25% interest, receive discounted fees for administrative and company secretarial services they provided which the officers approve. My services as a Director are currently donated but as the Association expands it is likely that these services will expand and be remunerated whereupon any remuneration will be processed through the payroll. All disclosures under s177 of the Companies Act 2006 have been made and can be found in note 10 of the statutory accounts.
- g) Richard Evans commented that Chris has given a substantial amount of pro bono work and time to the Association. In addition he had provided a personal loan of £16,000 to the company when times were difficult. I would estimate his pro bono work at £10,000 to £20,000.
- h) Robert Hardy suggested that this be minute at the next Board meeting, as a matter of precaution, for the benefit of both the Board and Chris.
- i) Tom Maher: Have the Board considered having an external audit? Is there a trigger point which would make this happen? Might there be a stage when we feel our accounts should be audited and what is the legal criteria for a statutory audit?

- j) CL replied that the level at which a statutory Audit was compulsory under the Companies Act 2006 is where the company exceed two of the following three criteria.
- i) an annual turnover of no more than £10.2 million
  - ii) assets worth no more than £5.1 million
  - iii) 50 or fewer employees on average

Currently the board feels that the Association is too small to warrant the cost of a full audit and this task undertaken by the Treasurer who is provided with full details and schedules of all the accounts. However the Association is very small and it maybe that the board decide as a first step obtaining an independent accountant's report.

- k) Other members comments are summarised as follows:
- i) Perhaps the accountant's review and report could be conducted prior to the Treasurer's review.
  - ii) The board should keep this issue under review.
- l) Richard Evans Commented that it is a useful exercise to do over a number of years, but we should question whether it is good value for money for the benefits. As Chris Lenton is a Chartered Certified Accountant and a Chartered Secretary with a practicing certificate the Association has had the benefit of many years of pro bono accounting work.
- m) Tom Maher asked why the bounce back loan was £28,000? It was the maximum amount available being 25% of the turnover. TM: it's a good idea.

**The Treasurer's report was received unanimously.**

**Proposed: Tom Maher**

**Seconded: Qudus Majiyagbe**

#### **AGM 06/21 The Composition of the board for the ensuing year 2021/22**

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 FTA	President	2022	Elected
Lucy Spencer MTA	Vice President	2023	Elected
Oliver Gilsenan MTA	Treasurer	2023	Elected
David Caddies MTA		2023	Elected
Harry Cobb MTA		2023	Co-Opted
Sarah Gordon MTA		2023	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 07/21 General Members' Discussion**

- a) Tom Maher asked if the Association was involved in the second wave of the NTP.
- b) The President responded by stating that the Association did not apply to be an approved provider in the second round of the NTP as the process did not allow for consortium bids. In phase one we were informed that they only intended to approve between 30 to 40 providers. Of course we were keenly aware that there were very many more providers in the UK and that some 400 were in membership. We proposed that their limitation would be insufficient to deliver the programme and that one way around this would be for them to accept consortium bids. We submitted a bid representing some 20 organisations which was not successful as they did not want such a large consortium.

The NTP phase 2 is being running in a different manner in that there is no cap on providers. They instituted an open access system which would allow numerous organisations to apply. Therefore the Association didn't consider it necessary to put in its own bid. We did however provide guidance on how to put bids in and of course Randstad provided guidance itself. We have instead focused on engaging with Randstad directly on other issues about how they are going to run the programme, how they are going to address the conflicts of interest they have being both provider and administrator of the entire programme, and also data protection being that they wish to collect all the data relating to all the tutors engaged on the programme. This is a key issue as the Association wishes to prevent Randstad for poaching providers tutors.

**AGM 08/21 Date and time of the next general meeting**

The Annual General Meeting for 2022 was provisionally scheduled for Thursday 21<sup>st</sup> July 2022 commencing at 16.00

The President thanked all members for attending the meeting and hoped to meet them all in person next year.

The meeting concluded at 17.05 pm.

*Chris Lenton*

**Chris Lenton FTA, FCCA, FCG,  
Chief Executive & Secretary**  
23<sup>rd</sup> September 2021