

Brentwood Schools Christian Worker Trust

Registered Charity Number 1172358



Annual Report and Accounts

for the year ended 31<sup>st</sup> March 2021

Annual Report prepared by

Michael Bastable, Trustee

Assisted by Ian Kemble Director of Schools Work

Accounts prepared by

Peter Embling, Treasurer

Approved by the Trustees and signed on their behalf by:

*Kevin Gilderson*

*11/8/21*

Kevin Gilderson

Chairman of Trustees

# Brentwood Schools Christian Worker Trust

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Trustees  
Kevin Gilderson (Chair)  
Sally McMahon  
Kevin Rayfield  
Christine Drew  
Joan Dewhurst  
Mick Bastable  
Jeffrey Fair

Address  
C/O Shenfield School  
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Independent Examiner  
Nicholas Tavener

Bankers  
Lloyds  
Nationwide  
Hampshire Trust Bank

In this report:

Brentwood Schools Christian Worker Trust, Charity Reference Number 1005207 is referred to as BSCWT.

Brentwood Schools Christian Worker Trust, Charity Reference Number 1172358 is referred to as BSCWT CIO.

This set of accounts is for BSCWT CIO.

# Brentwood Schools Christian Worker Trust

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## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

The Trustees have pleasure in submitting the Report and Accounts for the period ending 31 March 2021. The Trustees have had regard to the Charity Commission's Public Benefit Guidance published in December 2008.

### **Objects of BSCWT CIO**

BSCWT CIO is a Charitable Incorporated Organisation governed by its constitution. It is a Local Mission Partner of Scripture Union. We are supported by churches in the Brentwood area, 21 of whom have signed an agreement to support and have assented to the Basis of Faith of the Trust.

The Object of the CIO is, for the public benefit, to advance the Christian faith in Brentwood and other areas, in accordance with the Statement of Faith, by teaching and promoting the Christian faith in schools and other educational institutions or establishments and in such other ways as the Charity Trustees shall think fit.

Our mission is to serve school communities by providing Christian learning and support. This includes providing lessons, pastoral care, assemblies, lunch time groups and prayer spaces, and developing positive relationships with the schools and pupils we serve. We also encourage local churches to become more involved in their local schools.

Our Core Values are:

1. A relational approach
2. A prayerful spirit
3. A servant heart.

### **Organisational structure and management**

BSCWT CIO is administered by its Trustees, elected at Trustee meetings. We seek to be as representative of the local church community as possible. The Trustees meet bi-monthly and are responsible for the strategic direction, legal and financial affairs of the Trust.

During this period, no changes have been made to the Trustees and the chair of Trustees remains as Kevin Gilderson.

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In line with Charity Commission guidelines, the Trustees ensure that the Trust has a Reserves Policy to cover its legal liabilities should the CIO be wound up. During this period, the Trustees reviewed the reserve and increased it from £40,000 to £44,000. This would enable the payment of wage bills based on notice periods, national insurance, pension and redundancies as well as rent and other known expenses. This requirement to retain these amounts has been met in 2020/21.

As stated in last year's report the Trust received two legacies which allowed the appointment of four additional employees. These appointments meant that our regular payments would exceed our regular receipts, the difference being effectively covered by transfer from the legacies. To reflect this in the accounts, the Trustees agreed to put the legacies, and any future significant legacies, into an unrestricted fund and transfer money from this fund to the general fund throughout the year as agreed in the budget to cover the projected deficit. The Trustees are regularly monitoring this transfer of funds and the depletion of the Legacy fund.

During the year the Trustees have discussed the renewal of the contracts for the four additional workers. It has been agreed that these staff should be offered equivalent permanent contracts when their current 2 year contracts come to the end in July 2021.

This financial year has been one of considerable change with the effects of the Covid 19 restrictions impacting most areas of the Trust's activities. As stated above, the Trustees have continued to meet bi-monthly but for the whole of this period this has had to be by conference calls (zoom meetings). Our staff have had limited access to schools with schools being closed for two lockdown periods from March to September 2020 and then again from January to the beginning of March 2021. While schools were open to pupils between September 2020 and the end of the year, the strict social distancing rules meant that most schools did not allow access from external visitors, including our workers. However, in some schools a few of our workers were able to visit to provide pastoral support during this period.

This has meant that most of the Trust's activities have moved to electronic communication by videos posted on the BSCWT web site and distributed to schools. The Trustees are incredibly grateful for the staff members and some associate workers who adapted to this new means of communication and produced videos, a new skill for most, which have been shared with schools. Some one-to-one communication through the schools and parents has been maintained for pastoral support of some pupils during their absence.

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At the start of the first lockdown, the Trustees reviewed the likely implications on income for the Trust. With churches in the area not meeting it was considered that the donations from this source were highly likely to be reduced. As this generally accounts for a significant proportion of our receipts (just over a third in 2019 / 2020) this was considered a risk.

Also, individual giving might be at risk as the financial pressures linked with the lockdown had some effect on personal income. With schools being closed and with these financial considerations it was, therefore, decided by the Trustees to put some staff onto the furlough scheme. This decision was reviewed at regular intervals and amended accordingly as circumstances changed.

This risk assessment proved to be correct with church giving during 2020 / 2021 being reduced significantly by over £6,000 (£6,068 below budget). This was offset by the HMRC JRS Grant (furlough payments). We are, however, very grateful that receipts from individuals have continued at a similar level to last year and have matched the budget expectations.

Considering the changes that have occurred as a result of Covid 19 the Trustees decided that it would be appropriate to review what had changed in the Trust's school work, what were likely to be ongoing changes and what we have learnt from this period. A Strategic Planning Group was established with four members from the staff, two trustees and two external members to look at these changes and make recommendations for the future work of the Trust. This group has now concluded its work and the Trustees are reviewing their conclusions and recommendations.

Despite the two school closures due to the Covid 19 pandemic we are pleased that our pastoral work has been able to continue, with funding from the Mulberry Trust. This is an area of need which we considered would grow significantly as a result of the Covid 19 lockdowns. As pupils return to schools, we are now finding this to be very much the case.

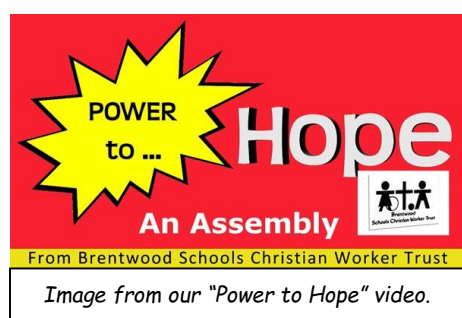
We thank all our many donors for their financial support this year and for ongoing prayer.

## Review of Activities

The year from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021 was without doubt the most unusual and challenging year in the almost 30-year history of the Trust. The global Covid-19 pandemic led to the closure of school premises for prolonged periods of the year along with the closure of the Trust's office. Even when schools were open, they had to have restrictions on visitors.

Nevertheless, while schools endeavoured to keep teaching and learning remotely, our team also found ways, by God's grace, to keep serving our local schools. We are extremely grateful to our staff team and all our volunteers who persevered through these ongoing challenges to keep providing Christian learning and support to local school communities.

### Assemblies



One of the many ways in which schools had to change in response to the Covid-19 pandemic is that assemblies no longer involved gathering large groups of pupils together in school halls. Instead, pupils remained in classrooms or were learning at home. As a result, our team had to learn fast about how to make engaging video messages which were watched by pupils whether at school or at home.

For primary schools, our assembly videos covered themes including "Daniel and the Lions' Den", "Power to Act", "Power to Teach", "Power to Hope" and "Power to Forgive". These videos were accompanied by further resources to enable pupils to reflect and act upon the assembly themes. In addition, we also created a collection of short and simple "Bible Story Bites" films for schools to use.

For secondary schools, our assembly videos explored themes including "Diversity", "Generosity", "Perseverance", "Compassion", "Success", "Respond-Ability", "Christmas" and "Easter", and also offered questions for pupils to reflect on and discuss.

We were very encouraged by much positive feedback from schools, including one headteacher who told us: "These videos are so wonderful and much appreciated." At the time of writing, the assembly videos and "Bible Story Bites" we produced during the year have been viewed over 3,000 times, and many of these views will have been whole classes of pupils watching.

"These videos are so wonderful and much appreciated."

### ***Pupil support***

At times when schools were open, our Chaplains were welcomed into schools to support pupils, in spite of other restrictions on school visitors. It is clear that the pandemic has had a significant impact on many young people's mental health, so the need for the 'listening ear' and the mentoring provided by our Chaplaincy Team is as great as ever. Even during times when schools were closed, we were able to continue to support some pupils remotely.

**"I always leave the sessions with a sense of optimism."**

In addition to one-to-one pastoral support, we also were able to use Scripture Union's "Rooted" resource, to run a support group course in one school for a small number of pupils, helping them to explore their identity, self-worth and wellbeing.

Over the course of the year, the team has supported over 50 pupils through more than 300 one-to-one and group sessions. One pupil commented: "I like being able to be open about my situation in a safe environment. I always leave the sessions with a sense of optimism."

### ***Lessons, Projects and Clubs***

During the course of the year, much like our assemblies, we also converted many of our lessons and projects into digital resources. In the summer term of 2020, we provided our "It's Your Move" digital resource pack to 27 local primary schools, complete with videos, worksheets and a guide for teachers, to help Year 6 pupils prepare for the transition to secondary school. With sponsorship from many local churches, we also provided "It's Your Move" books (published by Scripture Union) for nearly 1,000 Year 6 pupils.



**"The workshop... went brilliantly well!"**

One Year 6 teacher said: "I did the workshop with my class this morning and it went brilliantly well. Please pass on my thanks and appreciation." In addition, an adapted version of the project was made for the Year 11 students in two local specialist schools.

For the important Christian festivals of Christmas and Easter, we turned four projects - "Christmas Unwrapped" and "Easter Cracked" (for Juniors), and "Darkness to Light" and "Sadness to Joy" (for Infants) - into digital resource packs, again including videos, worksheets and teachers' guides.

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On our Christmas resources, one teacher commented: "We really appreciate all the things you and the team are doing to support our children. They are loving the Christmas activities!" Another teacher said, about our Easter resources: "You've gone to an amazing effort as always. Really appreciate it so thank you to your team."



Image from one of our "Easter Cracked" videos.

"Our children are loving the Christmas activities!"

In addition to all this, we also made Walk Through the Bible's "OT Mini" lesson videos available to schools, created a webpage signposting lots of useful online resources, and we created a digital version of our own "Fantasy vs Reality" lesson, designed to help older secondary school students learn about the impact of pornography.

Sadly, again due to the Covid-19 safety requirements, school clubs were not running and so we were not able to continue leading our lunchtime clubs in schools. Nevertheless, throughout the summer term in 2020, we created and provided activity resources for pupils who would have attended our primary school clubs, to enable them to explore various Bible stories at home. Throughout the year, we also supported sixth form students to help them provide remote leadership and encouragement to a 'Christian Union' group in a secondary school.

"You've gone to an amazing effort as always."

## Finally...

Throughout the challenges of the year, we remained committed to praying for our local schools, meeting regularly online to pray, as well as encouraging our local churches to pray, not least during Pray for Schools Fortnight (May), and on Back-to-School Sunday (September) and Schools Work Sunday (February).

As well as holding reflective "Quiet Mornings" each half-term online for our team, we also continued to equip our staff and volunteers through various training opportunities on topics including mental health, wellbeing, anxiety, creating effective videos, chaplaincy, self-harm, resilience, prayer spaces and more.

We are incredibly grateful to everyone who has made it possible for us to keep serving schools during these challenging times - those who support us financially and in prayer, those who give



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their time as Trustees, Associate Workers, Support Team members and Church Reps, and, of course, our dedicated and hard-working Staff Team.

And last, but certainly not least, we are so grateful to God for continuing to sustain us and guide us and for allowing us to be part of His work serving and supporting our local schools.

*Ian Kemble, Director of Schools Work*

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## REPORT OF TREASURER

### **Basis of the accounts:**

These accounts have been prepared on a "receipts and payments" basis in accordance with section 133 of the Charities Act 2011.

### **Financial Review:**

On 15<sup>th</sup> March 2017 a new CIO charity was set up namely Brentwood Schools Christian Worker Trust Charity Reference Number 1172358. These accounts refer to this charity.

Between 1<sup>st</sup> April 2020 and 31<sup>st</sup> March 2021, a number of donations were received by BSCWT, which were transferred to BSCWT CIO bank account.

Total receipts for BSCWT CIO 2020/21 were £77,034 and total payments were £94,457 giving a net deficit of £17,423

An amount of £35,280 was budgeted and transferred from the Legacy Unrestricted Fund to the General Fund to cover the deficit.

The Current Assets are held in four separate bank accounts.

Lloyds current account for day-to-day receipts and payments.

Lloyds deposit account where surpluses from the current account are transferred and earn a small interest.

Nationwide 90-day account (where the Reserves Policy is kept).

Hampshire Trust Bank

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## **Restricted Fund.**

There is one Restricted Fund set up to manage donations made for specific purposes. Records are kept to confirm the money is spent on the specified purposes.

### **Mulberry Trust Restricted Fund**

In 2018, 2019 and 2020 The Mulberry Trust generously provided a grant of £5,000 each year for the 3 years to support the work in providing pastoral support and mentoring to vulnerable children and young people in schools.

In January 2021 The Mulberry Trust generously agreed to provide a grant of £6,000 each year for the next 3 years to continue supporting the work.

The balance brought forward was £3,675 and the first payment of £6,000 was received in January 2021. Payment of £5,139 were made from the Fund for this purpose leaving a balance to be carried forward of £4,536.

## **Unrestricted Fund**

### **Legacy Unrestricted Fund**

A balance of £114,177 was carried forward from 2019/2020.

£35,280 was transferred to the General Fund during the year leaving a balance carried forward of £78,897.

### **Legacy Policy**

Legacies of £5,000 and above are held within either a Restricted or Unrestricted Fund. Legacies under £5,000 are put into General Fund unless there is a restriction to their use.

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## General Fund (Unrestricted)

	BSCWT CIO 2020/2021	BSCWT CIO 2019/2020	Notes to the accounts
<b>Receipts</b>			
Individuals	34,290	34,761	
Transfer of General Funds from BSCWT (Individuals)	916	656	
Churches	15,620	22,329	
Transfer of General Funds from BSCWT (Churches)	313		
Charitable Trusts	1,500	1,500	
Transfer of General Funds from BSCWT (Charitable Trusts)	1,500	1,500	
Other organisations	5	11	
Income Tax Recovered	5,220	4,038	
Income Tax Recovered from Previous Year	1,139		
Bank interest paid (Lloyds and Nationwide)	219	738	
Bank interest paid (HTB)	1,154		1
Amazon Smile donations	23		
It's your move contributions	933	568	
HMRS JRS Grant	8,203		
<b>Total income</b>	<b>71,034</b>	<b>66,100</b>	
<b>Payments</b>			
Office and Admin	3,339	4,747	
Staff salaries and pensions	81,516	75,760	2
Staff activities	669	3,560	2
Staff support and training	120	749	2
Subscriptions and donations	759	1,536	
Equipment, computers, software and website	1,487	1,797	
Bank charges and Interest	100	121	
Professional fees	1,328	860	
<b>Total payments</b>	<b>89,318</b>	<b>89,129</b>	
<b>Surplus / (Deficit)</b>	<b>(18,284)</b>	<b>(23,029)</b>	
Transfer from unrestricted funds	35,280	24,019	
Surplus / (Deficit) after transfer of unrestricted funds	16,995	990	
<b>Balance brought forward</b>	<b>79,349</b>	<b>78,359</b>	
<b>Balance at year end</b>	<b>96,344</b>	<b>79,349</b>	

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## Summary of Restricted and Unrestricted funds

### Mulberry Trust Restricted Fund

Receipts	6,000	5,000	
Staff training. Activities and salaries payments	5,139	5,000	2
<b>Surplus / (Deficit)</b>	<b>861</b>	<b>0</b>	
<b>B/F balance</b>	<b>3,675</b>	<b>3,675</b>	
<b>C/F balance</b>	<b>4,536</b>	<b>3,675</b>	

### Additional Worker Salary Restricted Fund

Receipts	0	0
Payments	0	1,028
<b>Surplus/Deficit</b>		<b>(1,028)</b>
<b>B/F Balance</b>	<b>0</b>	<b>1,028</b>
<b>C/F Balance</b>	<b>0</b>	<b>0</b>

### Legacy Unrestricted Fund

Receipts	0	117,554
Payments	0	0
<b>Surplus / (Deficit)</b>	<b>0</b>	<b>117,554</b>
<b>Transferred to General Fund</b>	<b>35,280</b>	<b>24,019</b>
<b>B/F Balance</b>	<b>114,177</b>	<b>20,642</b>
<b>C/F Balance</b>	<b>78,897</b>	<b>114,177</b>

### Summary of Receipts, Payments and Transfers in 2020/21

	General Fund	Mulberry Trust Fund	Legacy Fund	Totals
Receipts	71,034	6,000	0	77,034
Payments	89,318	5,139	0	94,457
<b>Surplus / (Deficit)</b>	<b>(18,284)</b>	<b>861</b>	<b>0</b>	<b>(17,423)</b>
<b>Transfers to G/F</b>	<b>35,280</b>	<b>0</b>	<b>(35,280)</b>	<b>0</b>
<b>B/F Balance</b>	<b>79,349</b>	<b>3,675</b>	<b>114,177</b>	<b>197,199</b>
<b>C/F Balance</b>	<b>96,345</b>	<b>4,536</b>	<b>78,897</b>	<b>179,778</b>

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## Statement of Assets and Liabilities

### Assets

Interest from Nationwide	16	
Lloyds current account	6,121	1,701
Lloyds deposit account	13,641	25,437
Nationwide savings account	75,000	85,061
Hampshire Trust Bank	85,000	85,000
<b>Total assets</b>	<b>179,778</b>	<b>197,199</b>

### Fixed Assets

BSCWT CIO owns computers and other equipment used in its work. The insured value is £48,592

### Reserves Policy

In line with Charity Commission guidelines the Trustees ensure that the Trust has a Reserves Policy to cover its legal liabilities should the CIO be wound up.

This figure was reviewed and revised at the AGM and increased from £40,000 to £44,000. This requirement was met during the year.

### Notes to the Accounts

1. Hampshire Trust Bank issue a statement in April confirming the interest earned from savings in the previous period.
2. The Mulberry Trust Fund was used to cover the cost of various items including: Staff Salaries, Training Events for staff, Ticket and travel costs, Resources for Staff Activities
3. No payments were made to the Trustees.

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## **Independent examiner's report to the trustees of Brentwood Schools Christian Worker Trust (charity 1172358)**

I report to the trustees on my examination of the accounts of the Brentwood Schools Christian Worker Trust (the Trust) for the year ended 31 March 2021.

### **Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or 2. the accounts do not accord with those records.

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.

Signed *Nicholas Tavener*

Name: Nicholas Tavener

Address: 15, Shenfield Place  
Shenfield  
Brentwood  
Essex CM15 9AG

Date *14 August 2021*