

Migrant English Support Hub

Charity number 1180429

Annual Report and Financial Statements for the year ended 31 March 2021



M E S H
Migrant English Support Hub



West Yorkshire Community Accounting Service

Migrant English Support Hub

Annual Report and Financial Statements for the year ended 31 March 2021

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Prepared by West Yorkshire Community Accounting Service

Migrant English Support Hub

Trustees' report for the year ended 31 March 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
James Simpson	Chair	
Hannah Jameson	Trustee / Secretary	
Anne Baber	Trustee / Treasurer	Resigned 31 December 2020
Carl Banks	Trustee	
Julie Linley	Trustee	
Emma Taylor	Trustee	Appointed 15 January 2020
Martin Nickson	Trustee	Appointed 14 December 2020
Edyta Bancer		Appointed September 2021
Esther Derbyshire		Appointed September 2021
Stephen Woulds		Appointed September 2021

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1180429, on 24 October 2018.

Principal address

c/o St Vincents Centre
4 Berking Avenue
Leeds
LS9 9LF

Bankers

HSBC UK Bank Plc
33 Park Row
Leeds
LS1 1LD

Independent examiner

Claire Welling

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) formed on 24 October 2018 with amendments to the constitution on 5 August 2021.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by a resolution passed at a properly convened meeting of the charity trustees.

Objectives and activities

The charity's objects

For the public benefit to advance the education of adult migrants in the Yorkshire and Humberside region, and further afield as the trustees see fit, in particular but not exclusively by assisting in the provision of access to education through providing comprehensive information about local opportunities for language education.

The charity's main activities

Migrant English Support Hub (MESH) is a Leeds-based charity which aims to support the coordination of adult English language provision across Yorkshire and the Humber, helping to meet the needs of the region's most disadvantaged and marginalised migrants.

Migrant English Support Hub

Trustees' report (continued) for the year ended 31 March 2021

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular promotion of access to education for adult migrants in the Yorkshire and Humber region.

A range of different groups have continued to benefit from our work:

ESOL learners across the Yorkshire and Humber region can find out about available classes to meet their needs, including online provision.

ESOL providers, tutors and volunteers have been supported as they made the difficult transition to online ESOL provision, and helped to understand and meet the needs of their most vulnerable learners through a time of crisis.

Organisations supporting ESOL learners are able to offer better advice to their clients about availability of ESOL.

Funders including local authorities can make use of the newly developed analytics to have a better understanding of ESOL provision in their area.

Achievements and performance

Summary of main activity April 2020- March 2021:

In April 2020 the website had been successfully up and running for 6 months. There were 124 providers registered on the site, delivering classes in over 220 locations across the region. The website was averaging between 3-5,000 page views per month. However, in April 2020 the UK was also experiencing its first 'lockdown' due to the coronavirus pandemic. All face-to-face ESOL provision came to an abrupt halt. Unsurprisingly, the number of people accessing the website to look for classes plummeted. Page views hit an all-time low in May 2020.

ESOL providers and tutors had to switch to online provision, mostly with very little or no experience of working in this way. It quickly became clear that there was a role for LEYH in helping people make these changes.

In May 2020 we ran our first online networking event. This focussed on how to use Zoom for online teaching. We deliberately limited numbers of attendees to 40 to facilitate participation, and also because we were nervous having never run an online event before. The event was quickly fully booked and the evaluations were very positive. Clearly we could provide something that people needed.

Between May and December 2020 we delivered monthly online networking events covering different topics to help ESOL tutors respond to the pandemic. Sessions covered different aspects of teaching remotely, and related issues such as maintaining mental wellbeing while working from home and supporting vulnerable learners.

We were always aware that developing networking across the region was an important part of the LEYH project, but none of us could have foreseen that the pandemic would increase the relevance of these events. We were able to bring people together as they struggled to come to terms with significant changes to their working practices, and due to our connections we were able to invite a range of different contributors to offer their support.

In June 2020 we were delighted that Bradford joined the project. The Development workers quickly got to work supporting Bradford providers to list their classes on the website. We also ran an online induction session specifically for Bradford providers.

During 2020 Migration Yorkshire commissioned an independent evaluation of the Learning English in Yorkshire and the Humber (LEYH) project seeking the views of providers, tutors and learners across the region. The outcome of this was a very positive document reflecting high regard for the project across the region.

In the Spring of 2020 MESH was invited by Migration Yorkshire to contribute to a bid they were making to the Asylum Migration and Integration Fund (AMIF). The bid contained a number of different elements around 'Refugee Integration Yorkshire and Humber' (RIYH). In the autumn we were delighted to learn that this bid was successful, securing over £250k funding for MESH over a 2-year period (Jan 2021-Dec 2022). This funding has enabled us not only to maintain the website but also to develop other aspects of the project.

Migrant English Support Hub

Trustees' report (continued) for the year ended 31 March 2021

Achievements and performance (continued)

We made a number of other additions to the website for example adding information in community languages about Covid, and a news page. Between January and March 2021 a radical overhaul of the analytics was made to improve the information that we are able to give to providers and local authorities to help inform strategic planning for ESOL across the region.

As the effects of the pandemic continued we realised that it was vital that the website listed online provision. This was added over the course of the summer 2020 so that by the autumn we had over 60 online classes listed on the website. These included opportunities beyond the Yorkshire and Humber region as one of the advantages of online classes is that learners can attend anywhere.

Since the start of the AMIF project in January 2021 we have been busy developing some of the additional strands to the project, such as developing localised ESOL teaching resources and creating a directory of ESOL training opportunities across the region. These strands will go live on a subsite to be launched in September 2021.

The Project Advisory Group has continued to meet quarterly throughout this reporting period, bringing together people from a range of different areas whose expertise in the field of ESOL has been vital in helping to guide the development of the project.

We were pleased and relieved to see the number of visitors to the website recover post-lockdown. Numbers remained high during the second and third lockdowns, in part due to the work of a volunteer with a masters degree in digital marketing who helped us to improve traffic from Google Ads. We are very grateful for her support.

For MESH as for everyone, this has been a very turbulent year with challenges that no-one could have foreseen. Despite that, MESH has been successful in securing significant funding which has enabled the project not just to continue but to grow.

Financial review

The net receipts for the year was £34,988, including net receipts of £18,006 on unrestricted funds and net receipts of £16,982 on restricted funds after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £19,944.

Our reserves policy is to hold 2-3 months' worth of salary expenses.

The Trustees are still considering the upper and lower level of reserves since we now have a different staffing structure.

At the end of the funding period, end December 2022, we plan to hold a cash reserve to meet the costs of 3 months' worth of salaries and 3 months' worth of website maintenance and support costs, a minimum of £25,000.

Signed on behalf of the board of trustees on 8/12/2021

M.J.Nickson (Trustee)

Migrant English Support Hub

Independent examiner's report to the trustees of Migrant English Support Hub Charitable Incorporated Organisation ('the CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2021, which are set out on pages 6 to 9.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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 CIO 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.

Claire Welling

15/12/2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Migrant English Support Hub
Receipts and payments account
for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Receipts					
Grants and donations	(2)	-	106,619	106,619	94,952
Transfer from unincorporated association		-	-	-	1,560
Total receipts		<u>-</u>	<u>106,619</u>	<u>106,619</u>	<u>96,512</u>
Payments					
Salaries, NI and pensions	(3)	-	61,263	61,263	50,723
Travel and expenses		-	-	-	131
Payroll charges		-	702	702	638
Venue hire		-	-	-	383
Refreshments		-	-	-	1,058
Equipment		-	329	329	1,372
Website development		-	7,179	7,179	27,500
Phone, software and internet		289	804	1,093	909
Printing and stationery		-	180	180	1,063
Consumables		-	-	-	170
Conferences and membership		15	100	115	551
Insurance		-	170	170	-
Independent examination		-	600	600	-
Total payments		<u>304</u>	<u>71,327</u>	<u>71,631</u>	<u>84,498</u>
Net receipts / (payments)		<u>(304)</u>	<u>35,292</u>	<u>34,988</u>	<u>12,014</u>
Transfers between funds		<u>18,310</u>	<u>(18,310)</u>	<u>-</u>	<u>-</u>
Net movement in funds after transfers		<u>18,006</u>	<u>16,982</u>	<u>34,988</u>	<u>12,014</u>
Fund balances brought forward		<u>1,938</u>	<u>10,076</u>	<u>12,014</u>	<u>-</u>
Fund balances carried forward	(4)	<u>19,944</u>	<u>27,058</u>	<u>47,002</u>	<u>12,014</u>

Migrant English Support Hub
Statement of assets and liabilities
as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	19,944	27,058	47,002	12,014
Total cash funds	<u>19,944</u>	<u>27,058</u>	<u>47,002</u>	<u>12,014</u>
Other monetary assets			£	
Future funding for AMIF project to Dec 2022			212,122	
			<u>212,122</u>	
Assets retained for the charity's own use (at cost)			£	
Apple iPad			325	
HP laptops x 5			1,372	
			<u>1,697</u>	
Liabilities			£	
Independent examination			600	
			<u>600</u>	

Approval of the accounts

The financial statements were approved by the board of trustees on 8/12/2021

M.J.Nickson (Trustee)

Migrant English Support Hub

Notes to the accounts

for the year ended 31 March 2021

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and donations

	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Leeds City Council	-	61,623	61,623	94,752
Asylum, Migration and Integration Fund (AMIF)	-	44,996	44,996	-
Donations	-	-	-	200
	<u>-</u>	<u>106,619</u>	<u>106,619</u>	<u>94,952</u>

3 Staff costs and numbers

	2021 £	2020 £
Gross salaries	59,528	49,670
Social security costs	3,131	2,251
Employment allowance	(3,131)	(2,251)
Pensions	1,735	1,053
	<u>61,263</u>	<u>50,723</u>

The average number employees during the year was 4.0, being an average of 1.9 full time equivalent (2020: 3.6, 1.7 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2021 £	2020 £
Costs of the scheme to the charity for the year	1,735	1,053

Migrant English Support Hub
Notes to the accounts continued
for the year ended 31 March 2021

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Migration Yorkshire Grant	10,076	61,623	53,389	(18,310)	-
AMIF project	-	44,996	17,938	-	27,058
	<u>10,076</u>	<u>106,619</u>	<u>71,327</u>	<u>(18,310)</u>	<u>27,058</u>

Fund name

Purpose of restriction

Migration Yorkshire Grant	Towards ensuring ESOL provision is accessible to all those needing it in the region A transfer of £18,310 was made from this fund arising from the project underspend. The funder agreed that these funds could be used to cover costs not claimable under AMIF rules.
AMIF project	To roll-out the whole-society approach to integration, Funding is administered by Migration Yorkshire, as part of a multi-agency funded project. The overarching administrative body for Yorkshire is Refugee Integration Yorkshire and Humber.

5 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Migrant English Support Hub

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Migrant English Support Hub

Trustees' report (continued) for the year ended 31 March 2021

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Achievements and performance

Summary of main activity April 2020- March 2021:

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Migrant English Support Hub

Trustees' report (continued) for the year ended 31 March 2021

Achievements and performance (continued)

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15/12/2021

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Migrant English Support Hub
Receipts and payments account
for the year ended 31 March 2021

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Net movement in funds after transfers		<u>18,006</u>	<u>16,982</u>	<u>34,988</u>	<u>12,014</u>
Fund balances brought forward		<u>1,938</u>	<u>10,076</u>	<u>12,014</u>	<u>-</u>
Fund balances carried forward	(4)	<u>19,944</u>	<u>27,058</u>	<u>47,002</u>	<u>12,014</u>

Migrant English Support Hub
Statement of assets and liabilities
as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	19,944	27,058	47,002	12,014
Total cash funds	<u>19,944</u>	<u>27,058</u>	<u>47,002</u>	<u>12,014</u>
Other monetary assets			£	
Future funding for AMIF project to Dec 2022			212,122	
			<u>212,122</u>	
Assets retained for the charity's own use (at cost)			£	
Apple iPad			325	
HP laptops x 5			1,372	
			<u>1,697</u>	
Liabilities			£	
Independent examination			600	
			<u>600</u>	

Approval of the accounts

The financial statements were approved by the board of trustees on 8/12/2021

M.J.Nickson (Trustee)

Migrant English Support Hub

Notes to the accounts

for the year ended 31 March 2021

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

Taxation

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Fund accounting

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Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and donations

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Leeds City Council	-	61,623	61,623	94,752
Asylum, Migration and Integration Fund (AMIF)	-	44,996	44,996	-
Donations	-	-	-	200
	<u>-</u>	<u>106,619</u>	<u>106,619</u>	<u>94,952</u>

3 Staff costs and numbers

	2021 £	2020 £
Gross salaries	59,528	49,670
Social security costs	3,131	2,251
Employment allowance	(3,131)	(2,251)
Pensions	1,735	1,053
	<u>61,263</u>	<u>50,723</u>

The average number employees during the year was 4.0, being an average of 1.9 full time equivalent (2020: 3.6, 1.7 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2021 £	2020 £
Costs of the scheme to the charity for the year	1,735	1,053

Migrant English Support Hub
Notes to the accounts continued
for the year ended 31 March 2021

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Migration Yorkshire Grant	10,076	61,623	53,389	(18,310)	-
AMIF project	-	44,996	17,938	-	27,058
	<u>10,076</u>	<u>106,619</u>	<u>71,327</u>	<u>(18,310)</u>	<u>27,058</u>

Fund name

Purpose of restriction

Migration Yorkshire Grant	Towards ensuring ESOL provision is accessible to all those needing it in the region A transfer of £18,310 was made from this fund arising from the project underspend. The funder agreed that these funds could be used to cover costs not claimable under AMIF rules.
AMIF project	To roll-out the whole-society approach to integration, Funding is administered by Migration Yorkshire, as part of a multi-agency funded project. The overarching administrative body for Yorkshire is Refugee Integration Yorkshire and Humber.

5 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Migrant English Support Hub

Independent examiner's report to the trustees of Migrant English Support Hub Charitable Incorporated Organisation ('the CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2021, which are set out on pages 6 to 9.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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 CIO 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: *C. Welling*

Name: Claire Welling

15/12/2021

West Yorkshire Community Accounting Service

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Leeds
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