

SCHOOLHOUSE HOME EDUCATION ASSOCIATION
(Scottish Charity Number SCO26965)

Report and Accounts

Year Ended 30 April 2011

MANAGEMENT COMMITTEE (trustees)

Office Bearers:

Sheila Struthers (Convener)
David Grant (Vice Convener)
John White (Acting Treasurer)

Committee Members:

Karen Sneddon (Events Co-ordinator)
Amy Thomson
Elaine Kirk
Eula Wilkin
Sheila Newcombe (resigned)

SECRETARY

Alison Preuss

SCOTTISH CHARITY NUMBER

SCO26965

PRINCIPAL ADDRESS

P.O. Box 18044
Glenrothes
Fife
KY7 9AD

INDEPENDENT EXAMINER

Paul C Crichton, BAcc, CA, CTA
Miller McIntyre & Gellatly
Chartered Accountants
Chapelshade House
78-84 Bell Street
Dundee
DD1 1RQ

BANKERS

Bank of Scotland
2 West Marketgait
Dundee
DD1 1QN

Reference and administrative details of the Charity, its Management Committee and Advisers

Details of the charity's registration number, principal address, independent examiner and bankers are given on the foregoing page.

The members of the Management Committee are Trustees for the purposes of charity legislation. Those who served on the Management Committee during the period are given on the foregoing page.

Structure, governance and management

The written Constitution of Schoolhouse Home Education Association was adopted by the Management Committee on 22 August 1997.

Appointment of members

Membership of the Management Committee is by invitation and new members are normally appointed at the charity's annual general meeting. Any person who agrees with the aims and objectives of the charity may apply for membership.

Member's induction and training

New members are briefed on the objectives of the charity and are provided with a copy of OSCR publication – Guidance for Charity Trustees 'acting with care and diligence'.

Organisation

The charity is administered under the supervision of the Management Committee which meets monthly. Day to day administration is carried out by the office-bearers.

Risk management

The Management Committee has assessed the major risks to which the charity is exposed, in particular those related to its operations, finances and reputation. Apart from a possible failure to continue to attract outside funding, the Committee does not believe that there are any major financial risks to which the charity is exposed.

Objectives and activities

The stated objects within the Schoolhouse Constitution, as adopted on 22 August 1997, are:

- (i) to advance the education of school age children by the provision of home education services and associated facilities; and
- (ii) to advance the education of the public in the matter of home education.

In furtherance of the stated objects, the Association shall seek to:

- (a) produce and advance the production of useful educational resources for the education of school age children outwith school;
- (b) promote, provide and assist in the provision of workshops and training relating to education outwith state or private educational institutions; and
- (c) encourage interest and participation in the advancement of the education of school age children otherwise than through state or private educational institutions.

Achievements and performance/review of activitiesIntroduction

Schoolhouse continues to operate without a dedicated office base or equipment and remains wholly reliant on volunteers to undertake its core activities, although it has in the past year appointed a virtual administrative assistant to manage its membership database and generate mailings to members. The charity's income for the year has been derived primarily from voluntary donations and contributions towards a weekend event held at New Lanark. No external funding has been sought during the year, although dedicated funds have been secured for a variety of projects in the past.

Management Committee

There was one resignation from the management committee during the course of the year due to business and family commitments. Schoolhouse wish to put on record their thanks for Sheila Newcombe's invaluable work and continuing support. There was one co-option during the year, Elaine Kirk, and Eula Wilkin was elected to the management committee at the AGM.

Membership

Schoolhouse remains committed to offering free membership to families and individuals who agree with its aims, and to making available information about home-based education to members of the public.

Theresa Piggott continues to provide valuable support as virtual administrative assistant. This includes processing membership applications and renewal notices.

Membership numbers have remained fairly static over the past year.

Enquiries

Schoolhouse responded to more than 1200 enquiries over the past year, the bulk of which were dealt with by email. An increasing number of enquiries related to some local authorities' over-zealous implementation of the Scottish Government's Getting It Right For Every Child (GIRFEC) agenda and a significant number necessitated our taking legal advice from colleagues at the Govan Law Centre.

The majority of contacts came from individuals and families who were already home educating or considering home education, but a significant minority were from local authorities, voluntary organisations, lawyers, MSPs, researchers and the media. We also received an unprecedented number of enquiries from companies and individuals with an interest in the home education "market".

Residential Weekends and Social Events

May 2010: Residential camping weekend at Beecraigs Country Park

August 2010: AGM and Social at Cupar Deer Park

January 2011: Residential weekend at New Lanark Heritage Centre

All were hailed as a great success and enthusiastic reviews were posted on the Schoolhouse website.

Unreasonable Learners Group

The Unreasonable Learners (UL) think tank has drawn interest from public, private and third sector organisations as well as academics and politicians. Having been invited to participate in the group, Schoolhouse sent a delegate to the UL conference in October 2010 and to a follow-up meeting in November.

GIRFEC

Schoolhouse held a productive meeting with Iain Nisbet of the Govan Law Centre in Glasgow to discuss concerns about the use (and perceived abuse) by some local authorities' of Getting It Right For Every Child (GIRFEC), which, as yet, has no statutory basis.

Media

In addition to answering routine media enquiries, Schoolhouse distributed press releases throughout the year on issues of relevance to home educators and parents in general.

Our most notable media 'successes' included:

Coverage of a series of Parliamentary Questions tabled by Lothians Green MSP Robin Harper relating to elective home education.

Coverage of the Scottish Education Minister's stated commitment to upholding freedom of choice in education in an unequivocal response to Robin Harper's PQs.

Extensive and ongoing coverage of, and Schoolhouse's robust response to, the deeply offensive comments made by Duncan McNeil MSP about home education in the wake of the Riggi tragedy.

Comprehensive coverage of the implications for privacy and civil liberties, as pointed out by Schoolhouse, of the Scottish Government's Getting It Right For Every Child (GIRFEC) agenda and associated policies. In addition to a series of articles by its respected editor, Kenneth Roy, the Scottish Review also published an article by a Schoolhouse committee member.

Future Activities

Unfortunately, pressure of work meant that we were unable to hold a planning meeting during the year. We shall continue to:

- Maintain volunteer cover, where practicable, for core activities such as enquiries, media relations, attendance at conferences and seminars and representation on steering and consultative groups.
- Organise further residential events following the successes outlined above if time allows.
- Monitor Scottish local authorities' adherence (or otherwise) to the statutory guidance on home education and identifying specific concerns for discussion with the Scottish Government.
- Raise awareness of the implications for all families in Scotland of the GIRFEC and wider surveillance agenda, obtain legal advice and (possibly) counsel's opinion with particular regard to the Scottish Government's proposed GIRFEC legislation.
- Maintain dialogue with the Scottish Government, as well as other statutory and voluntary bodies, on issues affecting home educators and all parents in Scotland.

Conclusion

Schoolhouse has had another busy but successful year and remains financially sound, although the growing number of enquiries and the more diverse and complex nature of these has been very time consuming.

Schoolhouse regrets it is unable to guarantee an early response to direct enquiries other than those about membership which are now dealt with by a dedicated administrative assistant.

Given the pressure on a small number of individual volunteers, enquirers are urged to refer to the comprehensive information on the website before making direct contact, preferably by email.

SCHOOLHOUSE HOME EDUCATION ASSOCIATION

**Report of the management committee
for the year ended 30 April, 2011**

Financial Review

The financial statements for the year to 30 April 2011 follow this report. Where appropriate, transfers are made between funds to compensate fully those funds which otherwise would be in deficit at the accounting date.

The Committee gratefully records the generous financial and other support given during the year. The last year has been an excellent year for the charity and we look forward confidently to the challenges that lie ahead.

Reserves Policy

The Management Committee has examined the charity's requirements for reserves and has established a policy whereby the unrestricted funds, not committed or invested in tangible fixed assets, held by the charity should represent no less than six months' revenue expenditure. The reserves are needed to meet the working capital requirements of the charity and to ensure the provision of a suitable contingency to protect the continuity of services for the foreseeable future. Major capital projects will be funded by specific fundraising ventures. This policy is reviewed annually.

At the balance sheet date, liquid resources for general purposes stood at £36,929 (2010 - £38,560).

Investment Policy

The Management Committee has agreed that investments will be held only to the extent that these are received by way of gift or by similar means. This policy is reviewed annually.

The report was approved by the Management Committee on 20 August 2011 and signed on its behalf by:-

Sheila Struthers

Convenor

Dated: 20 August 2011

Management Committee's responsibilities for the preparation of accounts

Law applicable to charities in Scotland requires the Management Committee to prepare an annual report and accounts for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. The Management Committee is responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (UK GAAP).

In preparing accounts giving a true and fair view, the Management Committee should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The Management Committee is responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable it to ensure that the accounts comply with the Charities and Trustees Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the charity's Constitution. It is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

SCHOOLHOUSE HOME EDUCATION ASSOCIATION

(Scottish Charity Number SCO26965)

Report of the Independent Examiner to the Management Committee of Schoolhouse Home Education Association

I report on the financial statements of Schoolhouse Home Education Association for the year ended 30 April 2011 as set out on pages 8 to 10.

Respective responsibilities of Management Committee and Independent Examiner

The Management Committee is responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The Management Committee considers that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records.

It also includes consideration of any unusual items or disclosures in the accounts and seeks explanation from the Management Committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulationshave not been met, or
- 2 to which, in my opinion, attention should be drawn in order to enable proper understanding of the accounts to be reached.

Paul C Crichton, BAcc, CA, CTA
Miller McIntyre & Gellatly
Chartered Accountants
78-84 Bell Street
Dundee
DD1 1RQ

9 September 2011

SCHOOLHOUSE HOME EDUCATION ASSOCIATION**Receipts and Payments Account
for the year ended 30 April, 2011**

	2011	2010
	£	£
Receipts:		
Donations received	110	120
Interest received	38	40
Conference fees	1,128	1,701
Awards for All	<u>-</u>	<u>-</u>
Total Receipts	<u>1,276</u>	<u>1,861</u>
Payments:		
<i>Fundraising payments</i>	<u>-</u>	<u>-</u>
<i>Payments for charitable activities:</i>		
Postage	128	5
Meeting costs	699	1,438
Telephone	240	146
Stationery and printing	36	8
Media project	225	795
Conference costs	<u>1,379</u>	<u>1,187</u>
<i>Total payments for charitable activities</i>	<u>2,707</u>	<u>3,579</u>
<i>Governance costs</i>	<u>200</u>	<u>190</u>
Total Payments	<u>2,907</u>	<u>3,769</u>
Deficit for the year	<u>(1,631)</u>	<u>(1,908)</u>

All receipts and payments in the current and previous year are on the general unrestricted funds of the charity.

SCHOOLHOUSE HOME EDUCATION ASSOCIATION**Statement of Balances
as at 30 April, 2011**

	2011	2010
	£	£
Bank & Cash in Hand:		
Balances at start of year	38,560	40,460
Surplus/ deficit for year	<u>(1,631)</u>	<u>(1908)</u>
Balances at end of year	<u>36,929</u>	<u>38,560</u>

	2011	2010
	£	£
Reserves:		
General Unrestricted Fund	36,929	38,560
Restricted Funds	<u>-</u>	<u>-</u>
Balances at end of year	<u>36,929</u>	<u>38,560</u>

Approved by the trustees and signed on their behalf

Sheila Struthers, Convenor

Dated: 20 August 2011

1. Accounting Policies

The following accounting policies have been applied in dealing with items which are considered material in relation to the charity's accounts

Basis of preparation

The financial statements have been prepared in accordance with applicable accounting standards and under the historical cost convention and include the results of the charity's operations, all of which are continuing.

The accounts have been compiled in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulation 2006.

Incoming resources

Incoming resources are summarised in the Receipts and Payments Account shown on page 7 and are included in the year in which received.

Resources expended and irrecoverable VAT

All expenditure is included when paid. Irrecoverable VAT is charged against the relevant category of resource expended.

- (i) Charitable activities include expenditure associated with carrying out the charity's objectives.
- (ii) Costs of generating funds are those costs associated with attracting voluntary income.
- (ii) Governance costs include those incurred in the governance of the charity and its assets and are associated primarily with constitutional and statutory requirements.

Funds

All income and expenditure is dealt with through the Statement of Financial Activities. Funds are classified as restricted or unrestricted funds defined as follows:

- (i) *Restricted funds* are funds subject to specific declaration by the donor or with their authority (e.g. by the restrictive wording of an appeal). Some may be restricted income funds expendable at the discretion of the Management Committee in furtherance of a particular activity.
- (ii) *Unrestricted funds* are expendable at the discretion of the Management Committee in furtherance of the objects of the charity.
- (iii) *Designated funds* are unrestricted funds earmarked by the Management Committee for a particular purpose.

2. Taxation

The charity is registered with the Office of the Scottish Charity Regulator as a Scottish charity (Scottish Charity Number SC026965). No provision for taxation is made in the accounts as the charity is entitled to the exemption from tax afforded by Section 505 of the Income and Corporation Taxes Act 1988.

3. Management Committee

No member of the Management Committee received any remuneration or expenses during the year (2010 - £nil).