

## Trustees Annual Report - Year Ended 30 June 2012

Education Otherwise Association Limited - Company Limited By Guarantee

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 30 June 2012

### Reference and Administrative Details

Registered Charity Name: Education Otherwise Association Limited  
Company Registration Number 01917107 Charity Registration Number 1055120  
Registered Office 91 Lyndhurst Drive, Preston, PR2 1TB

### Trustees

The trustees who served the charity during the period were as follows:

L Ashe (appointed 06/10/2009; elected 13/11/2010 & 18/02/12) \*  
B Cameron-Young (elected 13/11/2010 & 18/02/12) \*  
S Deuchars (elected 13/11/2010 & 18/02/12) \*  
T Foyster (elected 26/03/2011) \*  
A Kennell (appointed 05/08/11, elected 18/02/12) \*  
N Mayow (appointed 23/10/2009; elected 13/11/2010, resigned 28/11/11)  
B McDonagh (appointed 26/05/12) \*  
C McDonagh (appointed 21/07/2007, elected 23/02/08 & 26/03/11) \*  
H Newton (elected 26/03/2011) \*  
A Putman (appointed 31/12/2010, elected 26/03/2011, resigned 18/02/12)  
A Rix (elected 13/11/2010 & 18/02/12) \*  
F Sendall (appointed 26/05/12) \*  
R Stace (elected 26/03/2011, resigned 18/02/12)  
C Stone (appointed 26/05/12) \*  
A Theunissen (elected 13/11/2010 & 26/03/2011) \*  
E Theunissen (elected 13/11/2010 & 18/02/12) \*  
K Thompson (appointed 26/05/12) \*  
M Wells (appointed 11/11/11, elected 18/02/12)\*  
J Wilkinson (elected 26/03/2011) \*  
S Willans (appointed 22/12/2010, elected 26/03/2011, resigned 30-09-11)

\* Trustee continuing in post after 30 June 2012

Secretary: Janet Wilkinson + Celia Mcdonagh (Joint)

Address of Principal: Education Otherwise, PO Box 3761, Swindon, SN2 9GT

### Bankers

Unity Trust Bank  
Nine Brindley place  
Birmingham  
B1 2HB  
Triodos Bank  
Brunel House  
11 The Promenade  
Bristol  
BS8 3NN

### Solicitors

Everyman Legal  
1G Network Point  
Range Road  
Windrush Park  
Witney  
Oxfordshire  
OX29 OYN

## **Structure, Governance and Management**

### Governing Documents

The organisation is a charitable company limited by guarantee, incorporated on 28 May 1985 and registered as a charity on 2 May 1996. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

### Recruitment and Appointment of Trustees

Trustees are recruited from signed-up members who have been involved at a local or national level. Potential trustees are proposed to the AGM for membership of Council. Trustees are appointed for a term of three years (normally a maximum of two consecutive terms). Trustees can be co-opted between AGMs if numbers on the management committee or council fall below the required level but must either stand down or stand for election at the next AGM. A third of elected trustees are required to stand down by rotation at each AGM.

### Trustee Induction and Training

New trustees are provided with an information pack about their role and responsibilities as Trustees and Company Directors.

### Risk Management

The trustees conduct an ongoing review of the major tasks in which the charity is involved and reviews the systems in place to mitigate any risks involved. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and external risks by secure investment.

### Organisational Structure

The organisation consists of a management committee of between 14 and 19 trustees and a team of volunteers.

### Membership

Education Otherwise started the year with a membership base of approximately 2779 families and ended the year with 3662 families. On average, 106 new member families joined every month through the website.

### Objectives and Activities

Education Otherwise is a membership organisation for the public benefit, which provides support and information for families whose children are being educated outside school, and for those who wish to uphold the freedom of families to take proper responsibility for the education of their children.

Our principal aims are:

- To encourage learning outside the school system.
- To re-affirm that parents have the primary responsibility for their children's education and that they have the right to exercise this responsibility by educating them out of school.
- To establish the primary right of children to have full consideration given to their wishes and feelings about their education.
- To promote knowledge, understanding and acceptance of education otherwise than at school in the world at large.

These aims are met via our extensive network of volunteers and our informative public website and through internet support lists and the public helpline. Support and information is provided to members, home educators, the media, local and national government and other interested parties including voluntary agencies. We also signpost to other services. In addition, members receive a quarterly newsletter and have access to specialist contacts, the members' only forum and member home area of website, internet support, get-togethers and workshops.

### Achievements and Performance

A Pan-European Home Education Conference took place in Spain from 31st August to 4th September 2011, with a view to combining experience and ideas and in the hope of establishing a European HE organisation to champion the rights of home educators throughout Europe. Shena Deuchars (EO Chair at the time) attended the Conference to represent Education Otherwise.

Following closure of the Sheffield office in February 2011 many of the tasks that had been done by paid staff were redistributed amongst trustees and other volunteers. This has meant a heavy workload during the year, which still continues.

Members had expressed interest in reinstating weekend gatherings (which had been suspended for a few years) and it was originally intended to arrange one around an autumn 2012 AGM, but this proved impractical due to time and workload commitments. However, a gathering over a long weekend was organised around the AGM (for y/e 30-06-11) in February 2012.

Accounts were again prepared and filed on time in March 2012, ensuring that Education Otherwise did not incur fines from Companies House in financial year to 30 June 2012. Due to missing records there is still a dispute with HMRC regarding PAYE returns for 2008-09, which is currently being resolved.

The new website with facility for members to sign up and renew online, has been a significant factor in the continuing increase in membership numbers.

It was decided to produce the newsletter quarterly, and to include a paper version, similar to that produced prior to the change to electronic newsletters in 2009, for those who wished it.

Trustees finalised the provision of 'umbrella' public liability insurance for local Home Education groups run by EO members, and this has been put into operation.

### Difficulties

Due to the additional workload consequent upon closure of the office some of the functions and services of Education Otherwise have again not run as smoothly as trustees would wish. Trustees are continuing to work to resolve these issues, and to increase the volunteer base.

### Financial Review

The charity generated a surplus of £6,352 (deficit of £18,583 in 2011) for the year ended 30 June 2012 which, with the opening reserves gives a total to carry forward of £34,534 (£28,182 in 2011).

### Investment and Reserve Policy

The charity's reserves are currently held in a high-interest charity reserve account. The reserves are kept to enable the trustees to continue the activities of the charity in the event of a significant drop in funding. Trustees have worked hard to increase reserves and re-establish a secure financial footing for the charity.

### Future plans

The charity is continuing its activities as outlined above under aims and activities.

### Small Claim

The Small Claims Court action by a former trustee, that started in the previous financial year, was finalised with an out-of-court settlement on 23 September 2011. Trustees agreed to settle for £300, which was less than the claim and much less than it would have cost to defend the action in court. A claim in court against Education Otherwise falls within the definition of serious incidents which have to be reported to the Charity Commission. Trustees therefore submitted a serious incident report.

### Responsibilities of the Trustees

The trustees (who are also the directors of Education Otherwise Association Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Independent Examiner

The trustees appointed Barry Darlington of Darlington & Co as independent examiner.

Registered office: 91 Lyndhurst Drive, Preston, PR2 1TB

Signed by order of the trustees ..... *Anne Rix* .....

ANNE RIX (Chair)

... 1<sup>st</sup> December 2012 ..... (date)