



Releasing potential in the community

St Clement & St James
Community Development Project
(A company limited by guarantee and a registered charity)

**REPORT AND FINANCIAL
STATEMENTS**

For the year ended
31 AUGUST 2023

Company number: 2677427
Charity number: 1009253

95 Sirdar Road • London • W11 4EQ • 020 7221 8810

Letter from the Chair

Sophie Lewisohn

Over the past year The ClementJames Centre has continued to support members of the local community with our range of services at a time when many have been challenged by the increased cost of living. At our annual celebration in September, we heard the testimonials of several clients with whom we have worked whether in English language learning, employment support or wellbeing provision. They all expressed their gratitude to the staff and volunteers who have supported them in their journeys, but they also demonstrated personal enthusiasm and determination to build on their individual strengths through working with ClementJames. The charity continues to innovate in response to the changing needs of the community, adapting our programmes to ensure flexibility and follow best practice. An example is our Children and Young People's Advocacy Programme in partnership with the Coram Group which focuses on giving targeted, independent support to young people and parents challenging the school exclusion process. Creating new partnerships has been an important theme of the past year. ClementJames is now partnering with Shelter on provision of housing advice and with Nucleus on debt advice. A new partnership with the National Theatre has evolved over the past few months. Staff benefited from training sessions from experienced NT staff on topics such as leadership and facilitation and had the opportunity to see the play *Grenfell: In the words of survivors* which was performed at the National over the summer.

IntoUniversity achieved its ambitious targets in mentoring, academic support and holiday programmes supporting 1,781 young people in their educational goals. The Employment team has developed tailored programmes to support individuals at different stages of their employment journeys. The Wellbeing strand continues to adapt its provision such as *The Five Ways to Wellbeing* to empower clients to use wellbeing tools at home as well as when in centre. Students continue to benefit from a range of Adult Learning classes including ICT classes in partnership with W11 while the team has focused on providing holistic support and integrating students who could benefit from the charity's other programmes. ClementJames works with young people and adults who face difficult circumstances. Safeguarding cases over the past year have become more complex and we have observed an increase in young students with special educational needs. We have effective safeguarding protocols to help support vulnerable clients and we are enhancing our training, approach and resourcing to meet the increasing demand.

Our future plans involve a project to upgrade our site to offer more and improved space in which to support our clients <https://clementjames.org/building-on-success/>. We aim to increase our collaborations with local voluntary sector organisations particularly in view of a new framework, the Restorative Justice Fund, introduced to meet the evolving issues and challenges in North Kensington and the Grenfell area.

ClementJames is fortunate to have a committed and high quality staff team. Recent recruitment to both the staff team and to the trustee board means they are both more reflective of the local community. Our CEO, Dami Solebo, has established himself as an energetic and dedicated leader of the charity and is ably supported by Chief Programme Officer, Esther Pickering and Chief Operations Officer, Leo Reid. I would like to welcome all new staff who have joined the team this year and say thank you to those who have moved on from the charity. I would like to thank trustees who left the board this year, Belinda Davie and Joanna Everett, for all their work and commitment. We welcome new trustees, Symone Williams, Simon Glucina and Saqlain Choudhary, with their wealth of experience and knowledge of the local community.

Our work relies on the generosity of individuals, trusts and foundations and statutory organisations to whom we are immensely grateful. We would like to thank Councillor David Lindsay for his support in nominating ClementJames as one of his mayoral year charities in 2022-23 which enabled us to hold fundraising events in the Mayor's parlour and at Leighton House in Holland Park. With the support of our funders together with the dedication of our staff, volunteers and trustees, we remain committed to improving the lives and life goals of those living in the North Kensington community.

Sophie Lewisohn

Chair of Trustees

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The trustees present their report and audited financial statements for the year ended 31 August 2023.

Reference and Administrative Information

Charity Name: St Clement & St James Community Development Project

Working Name: The ClementJames Centre (hereafter referred to as 'the charity')

Governing Document: The company was established under Memorandum and Articles which established the objects and powers of the charitable company on 30.05.1985, as amended by Special Resolution on 27.09.2005.

Charity Number: 1009253

Company Number: 2677427

Registered Office and Operational Address: 95 Sirdar Road, London W11 4EQ

Trustees

Adekunle Awodele

Vanessa Casey

Saqlain Choudhary

Appointed 13/10/2023

Belinda Davie

Resigned 07/12/2022

Manuel de Souza Girão

Joanna Gardner

Resigned 10/07/2023

Simon Glucina

Appointed 23/06/2023

Setor Lassey

Sophia Lewisohn

Chair

Richard Ryan

Katherine Soanes

Rev'd Gareth Wardell

Vicar of St Clement & St James Parish

Symone Williams

Appointed 19/06/2023

Audit and Risk Committee

Setor Lassey (Chair)

Joanna Gardner

Richard Ryan

Manuel de Souza-Girão

Simon Glucina

Fundraising & Development Committee

Katherine Soanes (Chair)

Sophie Lewisohn

Investment Committee

Manuel de Souza-Girão (Chair)

Richard Ryan

Setor Lassey

Capital Development Committee

Joanna Gardner (Chair)

Adekunle Awodele

Manuel de Souza Girão

Katherine Soanes

Simon Glucina

Nominations & Remuneration Committee

Vanessa Casey (Chair)

Sophia Lewisohn

Katherine Soanes

Senior Management Team

Dami Solebo (Chief Executive Officer)

Leo Reid (Chief Operations Officer)

Esther Pickering (Chief Programmes Officer)

Senior Leadership Team

Joss Cullen (Hub Manager)

Jill Watson (Hub Manager)

Alice Kilpatrick (IUNK Centre Leader)

Charlotte Devitt (Operations Manager)

Bankers

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

CCLA Investment Management Limited, The CBF Church of England Funds, 80 Cheapside, London EC2V 6DZ

Auditor

Haysmacintyre LLP, 10 Queen Street, London, ECR 1AG

Structure, Governance and Management

Governing Document

The charity is a company limited by guarantee, incorporated on 14 January 1992 and registered as a charity on 13 March 1992. The company is established under a Memorandum of Association which sets out the objects and powers of the charitable company and is governed under its Articles of Association. The charity operates under the working name of The ClementJames Centre.

Recruitment and Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law. The trustees who served up to the date of this report are set out on page 3. The Report of the Trustees is the Directors' Report in accordance with s.415 of the Companies Act 2006. The trustees are the only members of the company and are each liable for a maximum of £1 in the event of the winding up of the charity.

The board of trustees consists of the incumbent of the Parish of St Clement Notting Dale and St James Norland; not more than four persons appointed by the Parochial Church Council; and such other person/s as the trustees may appoint by ordinary resolution. The board aims to be representative of the community as a whole and to ensure that it has available a broad range of skills and expertise amongst its trustees.

The board carries out an annual review of the trustees to ensure a broad range of skills, that members of the local community and users of the charity are represented, and to identify the need for new trustees (due to vacancies or having decided that one or more new trustees with specific skills are needed to help run the charity more effectively). Having agreed on the skills and experience needed, the trustees consider the best method of attracting desirable candidates and agree on a process for recruitment that complies with the governing document. The Nominations Committee receive CVs, shortlist candidates and conduct interviews. Successful candidates are invited to join the trustees, subject to references, background/DBS checks and approval by the full trustee board.

Trustee Induction and Training

An information pack about the organisation is sent to new trustees, including their duties and the organisation's expectations of them, and a full induction process is arranged. New trustees meet existing trustees, key members of staff and volunteers and are introduced to the charity's work and programmes. All trustees are offered training to develop their abilities and competence. Staff and trustees (where possible) attend an annual 'Vision Day' to evaluate existing services, set targets for future provision and develop strategic objectives.

Risk Management

During the year the trustees have reviewed the significant risks to which the charity is exposed and the means by which these risks are either removed, managed or controlled.

Trustees have identified risks ranging from internal operational risks (e.g. staff and governance, safeguarding, financial risks etc.) to external risks (macroeconomic, political, reputational etc.). The trustees are satisfied that all major risks have been identified, that awareness of these risks is the single most effective way to manage them, and that appropriate internal controls are in place to manage the charity's exposure.

Below is a summary of the key categories of risk faced by the charity and the steps taken to mitigate such risks.

RISK/CONSEQUENCE	ACTION
<p>POLITICAL</p> <p>Change in government, policy, political aims or budget reductions Failure to meet</p>	<ul style="list-style-type: none"> ● Anticipate and plan for any material potential changes in government policies, particularly in the context of the current economic environment

<p>government aims, change in government policy (e.g. funding of ESOL/Functional Skills) & difficulty securing funding</p>	<ul style="list-style-type: none"> ● Maintain good relationships with key stakeholders in local and regional and central government ● Invite key stakeholders (councillors, MPs, civil servants, other elected and unelected officials, etc) to visit the centre or where not practical to keep them informed of our work ● Invite local authority staff to our centre to meet our beneficiaries and see our projects in action ● Continue to attend borough and cross-borough meetings, therefore staying informed of government aims and maintaining a high profile in the local authority ● Continue to diversify funding base with a range of different funders (particularly non-statutory funders given the potential for future reductions in statutory funding) ● Regularly review new developments and policies ● Maintain relationships across the political divide with incumbent and opposition parties. Additional focus on this in the run-up to an election
<p>STRATEGIC & REPUTATIONAL RISK</p> <p>A poor reputation with IntoUniversity (IU) central or fundraising challenges experienced by IU central Loss of funding</p>	<ul style="list-style-type: none"> ● The CEOs of both charities should meet regularly to ensure transparency and open communication regarding strategy, recruitment needs, consistency of delivery, and the fundraising environment, etc. Detailed onboarding of new leadership ● Charity should continue to liaise with IU over funding opportunities. Increased engagement from the trustees to ensure policies and procedures are upheld ● Open communication regarding future growth plans, site development and additional space Consider and implement additional steps to assess staff health and wellbeing ● Chairs of Trustees meet quarterly to maintain the link between the two organisations ● Continue to provide regular professional staff support
<p>STAFFING, VOLUNTEERS & GOVERNANCE</p> <p>Gaps amongst key staff due to sickness, departure, parental leave, or holiday Failure to plan adequate cover / the cost of cover</p>	<ul style="list-style-type: none"> ● Ensure staff are aware of and have access to the staff handbook and procedures ● Regular reviews of staff wellbeing as part of performance management/line management ● Consider and implement additional steps to assess staff health and wellbeing, particularly where staff are remote working ● Ensure effective briefings before departure of staff and on their return from sickness or long term leave ● Ensure provision for staff turnover included in budget ● Maintain a list of people that we can call on to provide cover ● Effective use of online calendars, clear systems and filing of documents, to make it easier for people to provide cover ● Monitor staff absences to ensure that staff are supported and to identify and anticipate operational issues

	<ul style="list-style-type: none"> ● Ensure that we have adequate reserves to cover any long-term absence ● Contractually extend notice dates for operational staff to inform recruitment needs better. Standard notice periods for staff and longer notice periods for SMT / SLT. Three month notice period for SMT ● Continue to provide regular professional staff support ● Continue to provide additional support to staff in light of Grenfell and increased/more complex client needs ● Consider flexible working arrangements, for example, to retain skilled staff or react to changing conditions ● Consider staff cover options and flexibility around delivery should CJ experience significant staff absences ● Identify knowledge bottlenecks and ensure that plans are established to mitigate disruption due to sickness, departure, parental leave, or holiday ● Introduce cover systems put in place to ensure that Adult Learning Tutors' absences can be covered at short notice where possible
<p>LEGAL AND COMPLIANCE</p> <p>Failure to meet Child Protection & Safeguarding requirements Danger of abuse of young people, other vulnerable users and client groups</p> <p>Failure to meet data protection obligations Possible harm to charity and data subjects, litigation & damage to reputation</p>	<ul style="list-style-type: none"> ● Ensure that our Safeguarding policies for both young people and vulnerable adults are up to date and that they are regularly reviewed (at least annually) ● Appoint Safeguarding professionals, Deputy Designated Safeguarding Leads and a Trustee to act as a coordinator on Safeguarding (whilst acknowledging that all Trustees ultimately have responsibility for Safeguarding) ● The Safeguarding professionals and appointed Deputy Designated Safeguarding Leads should ensure that all staff and volunteers are trained and regularly updated (at least annually or more frequently as needed) and trained ● Ensure that new staff are made aware of the policy and trained in the reporting and recording procedures as part of their induction programme ● Ongoing monitoring and awareness of risks with reporting of issues/incidents to Safeguarding professionals, Deputy Designated Safeguarding Leads and with clarity on what items require notification and how to raise concerns ● Safeguarding to be a standing agenda item at all Trustee meetings and a summary of performance and issues/trends to be raised (significant issues should be raised ad hoc as required) ● Ensure that the documented policies, procedures and processes are followed/implemented appropriately ● Periodic spot checks (at least annually) to be performed by the CEO/Designated Safeguarding trustee with outcomes reported to the Trustee board

	<ul style="list-style-type: none"> ● All staff, volunteers and Trustees will be DBS checked to ensure that they are not a known risk. Staff, volunteers and Trustees are encouraged to sign up for automatic renewals ● Ensure appropriate governance, oversight and reporting to Trustees (standing agenda item at Trustee meetings) ● Ensure any required reporting to authorities is performed in line with policies ● Ensure regular Safeguarding training for all staff (at least annually), relevant volunteers (at least annually) and the Trustee Board ● Consider if any additional processes or reviews need to be carried out when services or reporting updates are delivered remotely. ● Appoint a designated Data Protection Lead for the organisation ● All staff get Data Protection Training annually ● Review data protection policies to ensure compliance with General Data Protection Regulations and any updates ● Regular provision of data protection training for all staff ● Require staff to ensure policies regarding data protection are adhered to by staff ● Ensure all staff working from home have a password-protected work laptop or have read and signed the Bring Your Own Device policy ● Provide an annual update to Trustees as regards Trustee use of any CJ data and the need to comply with Data Protection Policy and Regulations
<p>FINANCIAL</p> <p>Major capital expenditure required Need to seek funding</p> <p>Capital Building Project expenditure required Risk of compromising running costs and financial security</p>	<ul style="list-style-type: none"> ● If CJ need to make costly repairs to the main building, will first seek recourse with CJ insurance providers, then seek funding. If critical then consider funding via reserves however this requires board approval (above £5k) and alternative funding sources should be applied for ● Ensure CJ maintains appropriate insurance policies ● Assess priorities in the light of high inflation, cost of living challenges and financial resources ● Review Capital Building proposals and permissions to ensure still relevant ● Identify a diverse range of funders to ensure that capital specific funders are found ● CEO and Fundraising Officers to ensure that capital fundraising does not encroach on running cost funding. Consider appointment of an alternative fundraiser(s) for the Capital Building Project alone ● Obtain all or a significant sum of funding for the Capital Building Project prior to any substantial building works proceeding and obtain Trustee approval to proceed with substantial building works ● Delegate approval or Trustee Board approval needed to move ahead with building work or parameters of what can be done under delegated approval

	<ul style="list-style-type: none"> ● Report back to the Trustees or the Risk and Audit Committee on fundraising and expenditure ● Prior to any substantial building works, have a detailed plan about how services will operate during the works and communications with church, neighbours and a formal contract for building works ● Any additional costs must be approved by CEO and Trustee Board ● Risk will be reviewed as the project progress by the Capital Management Committee
<p>FINANCIAL</p> <p>Loss of funding from major sources and need to cut budget and expenditure</p>	<ul style="list-style-type: none"> ● Continue to diversify funding sources ● Continue to seek multi-year funding/grants ● Continue to build local donor support and corporate support for the charity ● Maintain and implement a robust fundraising strategy ● Maintain strong relationship with IU, across CEO, Board, Chair and cross over Trustees ● In event that fundraising is materially impaired, identify alternative funding sources, or reconsider business plan ● Continue to advance and improve marketing and communications strategy with key stakeholders ● Monitor any impact of the capital expansion project on fundraising for core operations ● Have flexibility to adjust services to meet available funding
<p>FINANCIAL</p> <p>Increase in running expenses/budget overruns. Increased demand for our services due to consequences of inflationary environment and cost of living challenges Lack of economic growth and the impact of this on income</p>	<ul style="list-style-type: none"> ● Fundraising strategy in place to ensure diverse income streams ● Maintain financial prudence ● Robust annual salary review process considering budgetary impacts of potential salary increases. Engage with IU well in advance of salary announcements, conduct joint analysis and align ● Have a reserves policy in place and maintain these reserves in accordance with our policy ● Regularly review reserves policy for appropriateness (at least annually) ● Maintain prudent cost control and financial management (finances, budget and cash flow forecast to be reviewed at every Trustee board meeting) ● Ensure a prudent budgeting process which reflects likely reality ● Include a buffer within budget to protect against unexpected expenditure ● Seek to generate funding in advance of committing to significant expenditure ● Consider what services are required to meet demand and how to deliver them to be most effective with resources available or how to manage demand (eg collaboration organisations) ● Consider how to manage utility usage and other variables so as to be most efficient and control costs

<p>TECHNOLOGICAL</p> <p>Data Security Electronic data is accessed by unauthorised persons. Sensitive data is misused leading to physical risk to individuals connected with the charity, financial risk, possibility of failure to comply with legal obligations, risk of litigation and/or reputational damage 3rd party personal data compromised or lost</p>	<ul style="list-style-type: none"> ● Maintain robust data protection policies to ensure compliance with General Data Protection Regulation (“GDPR”) ● Sensitive financial information in relation to the charity or its donors will be password protected or restricted to secure logon ● Personal information relating to charity beneficiaries will be password protected or restricted to secure logon ● Data processors used by the charity will be asked to demonstrate they have effective security systems ● Access to different types of information within the organisation will be restricted to the appropriate members of staff ● Review of data storage and sharing in line with legal requirements ● Regularly update and train staff and Trustees on data security policy induction and annual update ● COO to perform regular spot checks and reviews on implementation of policy ● Regular review of service provider provision and checks and balances (at least bi-annually) ● Review policy and practical implementation when staff working remotely to ensure data remains secure and staff complying with policy
<p>TECHNOLOGICAL</p> <p>Cyber-security Risk of hacking, malware, ransomware leading to a loss of data, data leaks or loss of operational capacity or financial loss</p>	<ul style="list-style-type: none"> ● Formal risk management process to be established that includes the monitoring, reporting and escalation of cyber security risks ● Annual training on cyber security awareness ● Multi-Factor Authentication established on systems ● Ensure staff, volunteers and Trustees comply with formulated data security policy ● Regular spot checks conducted by COO (at least quarterly) ● Seek specialist IT support for data security ● Additional checks on financial payment requests (phone calls to validate legitimacy of requests) to ensure no scams or fraudulent invoices paid or fraudster details substituted

Organisational Structure

During the year the board met six times, these meetings also included members of the charity’s staff as appropriate. The role of the board is to provide oversight of the charity’s activities, including planning, approval of annual budgets, review of results and provision of general support to the chief executive and staff. The day-to-day running of the charity is carried out by the permanent staff, with support from volunteers and under the leadership of the chief executive, Dami Solebo, who reports directly to the Chair and the Board.

Relationship with the IntoUniversity charity

The IntoUniversity charity (‘IntoUni’) started its first year of independent operation in 2007. The new charity grew out of the IntoUniversity work of The ClementJames Centre and was established by two of its trustees. IntoUniversity Head Office is based in offices rented from the parish at 95 Sirdar Road, London, W11. IntoUniversity contributed £190,000 towards the IntoUniversity programme at The ClementJames Centre from 1 September 2022 to 31 August 2023. The IntoUniversity work of The ClementJames Centre is therefore affiliated to, and receives grants from IntoUniversity, but remains under the governance of The ClementJames Centre and the management of The ClementJames

Centre's chief executive. **IntoUni** refers to the **IntoUni** programme at The ClementJames Centre as "**IntoUniversity North Kensington**".

Relationship to the Church

The ClementJames Centre was established by the Parochial Church Council of the Parish of St Clement and St James to provide support in the wider community. The Centre benefits from extensive premises that are leased from the diocese and the Parochial Church Council of the Parish of St Clement and St James. The Incumbent of the Parish of St Clement and St James is a member of the Board of Trustees.

Management

Salaries for key management personnel are set by the Nominations and Remuneration Committee, a subcommittee of the trustee board. The Committee reviews other local and national organisations to ensure that salaries are appropriate (taking benchmarking with other charities of a similar size into consideration). Salaries are reviewed annually.

Staff

The trustees would like to thank The ClementJames Centre's amazing staff, without whom none of the charity's achievements would be possible. Their dedication, commitment and determination have ensured that the charity has remained a positive and crucial resource for the people of North Kensington.

Volunteers

In addition, the trustees would like to thank the dedicated volunteers, of whom there are over 140. These volunteers provide a vital service in a range of activities from regularly assisting students during Academic Support sessions to mentoring our adult clients and helping at our gardening club.

Public Benefit

The trustees have referred to the guidance contained in the Charity Commission's General Guidance on Public Benefit when reviewing the charity's aims and objectives and in planning future activities.

Objectives and Activities

The objectives of The ClementJames Centre, as stated in the Memorandum and Articles are:

- a) To advance the education of the inhabitants and in particular of children and young people within the parish of St Clements Notting Dale St James Norland or any united parish comprising St Clements Notting Dale St James Norland and any other ecclesiastical parish associated with or added to them (hereinafter called "the parish")
- b) To relieve poverty among the inhabitants and in particular among the children and young people within the parish
- c) To relieve the needs of the elderly within the parish
- d) To provide or assist in the provision of facilities for the recreation and other leisure time occupation of the inhabitants of the parish and in particular of those who have need of such facilities by reason of their youth, age, infirmity or disablement, poverty, or social and economic circumstances in the interests of social welfare and with the object of improving their conditions in life

The Main Activities of the ClementJames Centre

The ClementJames Centre is an award-winning charity that empowers the community to release its potential through education, employment and wellbeing support in one of London's most disadvantaged areas in North Kensington. It targets children, young people and adults most at risk of failing to meet their potential to go onto higher education or employment, and helps them to achieve more by improving their use of English, helping them to learn and providing them with personalised guidance and support. The charity aims to reduce isolation, poverty and unemployment through three aligned programmes and the provision of a community hub and garden:

1. Adult Learning

We support adults to improve their English, Maths and ICT skills. This gives our students the confidence and knowledge to help them succeed and strengthens their place in the community. We offer a wide range of Functional Skills courses and intensive literacy and numeracy support.

The challenges our Adult Learning programme addresses:

- Over 1,400 local residents do not speak English at all or have a very limited grasp of the language
- Many local EAL adults have had negative learning experiences in the past
- Many local EAL adults are struggling to interact with their community, their children's school, the doctor etc
- Pre-Entry English courses are not offered by colleges
- Many local adults learning English as an Additional Language ("EAL") are intimidated by formal learning environments

In addition, recent research has highlighted the uneven distribution of English skills and proficiency in the borough, with residents in the northern wards of the borough, where our centre is located, having lower levels of English proficiency and are more likely to have no qualifications. Indeed, 21% of residents in our local Notting Dale ward have no qualifications which makes searching for employment and training even more challenging. The Royal Borough of Kensington and Chelsea (RBKC) also has a high number of households where English is not spoken as a first language. Low levels of English at home mean that many parents and guardians may find it challenging to provide their children with support for their school work at home, making it even more difficult for young people to catch up.

What our Adult Learning programme offers:

- **Functional Skills English classes** Accredited Functional Skills English ("FSE") courses from Entry-Level 1 to Level 2 enable and encourage progression and lead to a recognised language qualification. Classes maintain a high staff-to-student ratio to cater for individual needs. The focus of FSE classes is to provide individuals with the English language skills necessary to integrate fully into their workplace and community and to fulfil their potential. All classes take place in a friendly and welcoming environment to ensure students feel comfortable
- **Functional Skills Maths classes** Accredited Functional Skills Maths courses from Entry Level to Level 1 enable learners to gain a recognised Maths qualification and often support learners who did not gain these qualifications when in mainstream education
- **Functional Skills ICT classes** Accredited Functional Skills ICT courses from Entry Level 3 to Level 1 support learners to develop their ICT skills and help improve learners' employability
- **Sunday Classes** A low-level conversation class designed to support domestic workers
- **Community Learning Classes** A wide range of courses offer several preparation options to get learners ready for Functional Skills qualifications
- **One-to-one literacy and numeracy support** When appropriate, students can benefit from intensive one-to-one English and Maths support by trained staff or volunteers
- **Advice and Guidance** Students can drop in to ask for advice and assistance, for example regarding further education options

2. Children & Young People's Education

We help children and young people to learn, flourish and achieve their full potential. This allows them to feel fulfilled and have the opportunities to build the future that they choose. We provide academic support, mentoring, intensive literacy and numeracy support and aspirational activities.

The challenges our Children & Young People's Education programme addresses:

Young people from Britain's most marginalised backgrounds face a considerable educational disadvantage:

- They do far less well at school
- Are less likely to go to university
- Have little chance of entering the professions

These young people lack the educational support and aspiration that is often taken for granted in more affluent homes. In addition, a lack of capacity in local schools for 1:1 support means many young people risk falling further behind and as a result disengaging from education. School exclusions in our local area are high, with RBKC having the highest rates of permanent exclusions in London, with many of the young

people we support at an increased risk of exclusion as a result of disengagement and challenging behaviour.

What our Children & Young People's Education programme offers?

We provide sustained academic support, motivation and encouragement to give disadvantaged young people a fair chance of realising their full potential. We provide children aged 7 to 18, with a combination of:

- **Academic Support** School children receive help with homework, coursework, literacy and numeracy from trained tutors. We also offer one-to-one support with GCSE, AS Level, A2 Level and degree options, coursework, revision, exam techniques, UCAS forms, interview techniques and gap years. Academic support raises levels of achievement, increases confidence and motivation, and helps young people re-engage with learning outside school hours
- **FOCUS provision** Children are given the opportunity to experience the pleasure of learning through an educational activity lasting between a day and a week. The charity takes children on visits to universities thereby introducing them to the idea that university is something to which they might aspire. The Careers in FOCUS and Business in FOCUS programmes introduce the students to a diverse range of careers and skills through workshops led by professionals
- **Mentoring** The charity works with the University of London and a wide range of other universities to provide mentors to The ClementJames Centre. Mentors help the young people with their education as well as their social skills, introducing them to their campus and acting as positive role models, and encouraging the young people to think about their futures and raise their aspirations. Some Year 13 students are paired with a mentor from one of our corporate partners. On the mini-mentoring programme known as the Buddy Scheme, trained undergraduates work with Year 8 students, providing hands-on workshops and an insider's view of their campus. The Futures Fast Track scheme runs in conjunction with UBS and provides a group of Year 12 students with personal support with their employment skills through a combination of face-to-face and email support
- **One-to-one literacy and numeracy support** Children and young people can benefit from intensive one-to-one Maths and English support by trained staff or volunteers to help them catch up with their academic skills, build their confidence and ultimately improve their grades
- **Summer carnival arts** Throughout the summer the charity runs a Carnival Arts Programme where children and young people work in partnership with artists, choreographers, musicians, staff and volunteers to design and create their own carnival costumes and performance pieces for the Notting Hill Carnival

3. Employment Support

We help people to gain meaningful and sustainable employment. This enables our clients to improve their quality of life, security and independence. We do this through tailored advice and support, mentoring and work skills activities

The challenges our Employment Support programme addresses:

- There has been an increase in the number of unemployed adults and young people in the area surrounding the centre
- Over 6,600 local residents do not have any qualifications
- In our ward of Notting Dale alone, 68% of households suffer from at least one form of deprivation around income, housing, education or health

North Kensington is an area with a high unemployment rate and was badly affected by the pandemic. 25% of jobs were furloughed in RBKC during this period and retail, one of RBKC's most significant industries, was very badly hit. The employment rate in RBKC is 5% lower compared to London's employment rate. Furthermore, insecure work and in-work poverty is also a significant issue locally. Local research revealed that the number of people claiming in-work benefits almost trebled over the course of the pandemic.

What the Employment Support programme offers:

- **A needs assessment** Identifying transferable skills and training needs
- **Benefit & work advice** including addressing potential challenges to work, e.g. low confidence, lack of interview knowledge, etc
- **Job & training search** Identifying long-term job opportunities and sectors where there are job opportunities
- **Interview, CV and application preparation**

- **Development of personal skills** Including effective timekeeping, communication, presentation (clothing and etiquette), self-confidence, motivation, self-esteem, teamwork, leadership, flexibility & ability to adapt, self-awareness and commitment
- **Outreach** Involving employment/training support offered at other local community organisations
- **Interview Skills Days** Corporate volunteering days where staff from business work with clients to increase their confidence, presentation and interview skills
- **Youth Employment Programme** For 16-24 year olds including one-to-one support and coaching
- **School's provision** To develop work-place skills and confidence for young people seeking work after leaving school
- **Adult Mentoring** A three-month long mentoring scheme for adult clients providing additional support covering a wide range of focus areas

4. Wellbeing & Support

We empower people to overcome barriers and challenges and to engage with their own wellbeing. This enables our clients to pursue their goals. We do this through the provision of Information, Advice and Guidance, and wellbeing support and activities.

The challenge our Wellbeing & Support programme addresses:

As many students and clients face a range of barriers affecting their ability to progress, it is not enough for us to limit our services to education and employment support. Some children and adults are facing personal problems that affect their ability to study or find employment, for example, problems at school, debt or inadequate housing. Some of our users, children as well as adults, also suffer from low-level mental health problems, most commonly anxiety and depression.

One in five RBKC neighbourhoods are among the 20% most income-deprived in England and Wales and over the course of the pandemic, the rate of local people claiming out-of-work benefits rose by over 50%. Our staff have seen a large increase in the demand for our Information, Advice & Guidance services as a result of the pandemic and the more recent cost of living crisis, with many people seeking help with rising energy bills, housing issues and benefit claims

What our Wellbeing & Support programme offers:

- **Advice and Guidance** Support is provided on a wide range of issues such as housing, benefits, education, finance and debt
- **Health and Wellbeing** Services at the Centre includes activities such as mindfulness, gardening and a weekly Wellbeing Clinic. Our clinic offers certified NADA ear acupuncture, relaxation and health and wellbeing advice. With the support of other organisations we also provide parenting classes and a reading group
- **Women's Confidence Programme** The Women's Confidence Programme is a six-week course which gives local women the opportunity to focus on themselves: their needs, aspirations, and ways in which they can successfully achieve their goals in life

5. Grenfell Tower fire response

The ClementJames Centre is keenly aware that the Grenfell Tower fire has had a lasting impact on the local community. It is with this in mind that we continue to provide support for those affected through our regular provision and have provided more intensive support wherever possible. ClementJames is committed to supporting this community for as long as is needed and we will remain a place of care and service.

6. Related activities

The charity works closely in conjunction with other institutions including primary and secondary schools, universities, cultural institutions, other voluntary sector organisations and companies. Other activities that the charity provides for the local community include:

- **Community Garden** Providing an outdoor recreational space and classroom
- **Support, Guidance and Training** Services for local organisations and individuals
- **Premises** Our location is made available for the use of other community groups

What distinguishes The ClementJames Centre from the work of many other organisations is that we provide services for the whole family, welcoming every client as an individual and nurturing their potential to achieve and contribute more. We tailor our approach to meet each client's needs – building a package of support that has a measurable impact.

Achievements and Performance

In the academic year 2022-2023, the charity supported 1,781 children and young people (2021-22: 1,707) and 870 adults (2021-22: 883) from its target group. The charity has also successfully raised sufficient funds to meet all of its operating costs and maintain the organisation on a sound financial footing. The principal sources of funding have been the local authority and trusts.

During the academic year 2022-2023, ClementJames activities included:

Adult Learning

- 131 students completed a course on the Adult Learning Programme throughout the year (2021-22: 188). 94% of students achieved the course outcomes.
- All students also received Information, Advice and Guidance upon enrolment.
- 20 adult learning courses were offered throughout the year, providing accreditation to the majority of students and increasing employment and further education opportunities.
- 96.6% of learners on our accredited English courses achieved their accreditation.
- 100% of learners on our accredited Maths courses achieved their accreditation.
- 100% of learners on our accredited ICT courses achieved their accreditation.

Children & Young People's Education

- 218 IntoUniversity students attended 3 or more academic support sessions (2021-22: 193).
- 1,243 students took part in our Primary and Secondary FOCUS programmes. (2021-22: 1,267).
- 186 participated in holiday and out-of-school FOCUS workshops (2021-22: 57).
- 143 students benefited from the mentoring and buddy schemes (2021-22: 106).
- 78% of our Year 13 students progressed directly to university, employment, training or apprenticeships.
- 56% of Academic Support students reported improved school grades.
- 63% of Academic Support students reported improved confidence.
- 62% of Academic Support students said they are 'more likely to go to university'.
- 134 children and young people received intensive numeracy and literacy support (2021-22: 114).
- 68 Literacy and Numeracy students made a year's progress in either their Maths or Numeracy in just nine weeks.

Employment Support

- In 2022-2023, 196 clients received 1:1 Employment Support (2021-22: 144). Of these 86 (44%) are now in employment or training (2021-22: 59%).
- 7 survivors from the Grenfell Tower fire and bereaved relatives received one-to-one employment support at Grenfell United. (2021-22: 27).
- 60 clients benefited from seven successful Interview Skills Days where a team of business volunteers worked with a number of our clients on a one-day challenge designed to develop skills, build confidence and manage under pressure (2021-22: 61).

Wellbeing & Support

- 292 local people received information, advice and guidance (2021-22: 308).
- Our staff helped our clients to resolve 296 advice issues (2021-22: 357) and made 124 referrals to specialist providers (2021-22: 106).
- 269 adults attended a range of health and wellbeing workshops and events such as a community gardening group, a healthy living day, confidence-building workshops, a wellbeing fair and a community cooking group (2021-22: 325). After attending wellbeing provision, clients reported improvements in three key areas: increased confidence, resilience and support networks.
- 149 adults benefitted from the Wellbeing Clinic (2021-22: 134). Qualitative feedback from participants highlighted that they felt more relaxed, calmer and less stressed. Clients also remarked that they felt less anxious and better able to cope with challenges.
- 26 women participated in the Women's Confidence Programme, which includes the 6-week course, and a Women's Self Care Day (2021-22: 81).
- 5 children received long-term support from our Children and Young People's Counsellor (2021-22: 6).

Plans for the Future

The ClementJames Centre is an organisation that has strived to place the needs of our clients above all else, and this will continue to be a focus for the charity. Whilst the concerns surrounding the COVID pandemic have receded, the cost of living crisis continues to create greater challenges for our clients, making the need for our Centre and our services increasingly important. In 2023, RBKC released a new four-year Council Plan, with a focus on making the borough 'Greener, Safer and Fairer'. RBKC has also created a new Grenfell Restorative Justice framework, which will replace the Grenfell Recovery Fund in 2024. These wider developments will no doubt impact the work of the Centre going forward. The points below highlight some of the areas of focus for the coming year.

- Last year the Advocacy and Exclusion project was piloted in line with the North Kensington School Inclusion project supporting young people at risk of exclusion. In the coming year, our aim is to empower more parents and guardians to make informed decisions about their children's rights and educational choices. We are also developing our Early Intervention programme, which will focus on having a more integrated relationship with mainstream schools and alternative provisions to prevent exclusions whenever possible
- We will be working more collaboratively with partners across all of our delivery strands, ensuring that we offer specialist support as a vital overlay to our services. For example, we have developed a strong relationship with Shelter which provides housing-related advice and guidance to clients in addition to training and support for our staff.
- In 2022-23, we made great strides with our Diversity and Inclusion work, especially in relation to improving community representation in our staff and trustee team. In the coming year, a greater focus will be on upskilling clients and beneficiaries to co-produce and potentially take a lead on recruitment, community engagement and programme focus. This will ensure that clients are being empowered to make meaningful contributions to the charity.
- After carrying out a review of our Capital Project, the trustee and senior management team made the decision to resume the development plans, which will see us significantly increase the available space at the Centre, whilst also improving efficiency and accessibility. The development will allow us to considerably extend our reach and drive more collaboration with the community as well as voluntary and corporate partners.

Financial Review

Total expenditure for the year amounted to £1,312,905 (August 2022: £1,212,122). Total income amounted to £1,340,514 (August 2022: £1,297,350). The two largest elements of income came from The Royal Borough of Kensington and Chelsea £315,467 (August 2022: £293,610) and IntoUniversity £190,000 (August 2022: £190,000). Further details of the income from **IntoUniversity** can be found in note 14 of the accounts. All restricted funds were fully expended in the year and at 31 August 2023 the charity had unrestricted net assets of £745,908 (£742,519 unrestricted funds and £3,389 fixed assets) (2022: £711,260 unrestricted funds £7,039 fixed assets).

The trustees are very grateful to the Royal Borough of Kensington and Chelsea and to all the charitable trusts, institutions and individuals that supported the charity throughout the year. For further information about the voluntary income of the charity see note 2 of the accounts.

Reserves Policy

As of 31 August 2023, the charity held free reserves of £742,519 (unrestricted funds and excluding fixed assets). The trustees have reviewed the charity's need for reserves, particularly in the current financial climate and with the uncertainty presented by the cost of living crisis, and consider that it is appropriate to continue to seek to set aside free reserves to cover up to six months' running costs. Current free reserves are sufficient to meet our forecast for over five months' running costs in 2023-24. The charity is continuing in its fundraising efforts to increase the level of reserves commensurate with the increase in annual expenditure. The purpose of the charity's unrestricted reserves is to provide the charity with the means to:

- counter possible risks to continued operation in the event of a lack of funding in the short term
- meet unexpected opportunities which cannot be funded out of normal operating income
- provide the financial security necessary in these uncertain times

Investment Policy

Reserves are held in cash on deposit. Periodically, funds not required in the near future are invested at a higher rate of interest in the Church Benevolent Fund account managed by CCLA Investment Management Limited.

Fundraising Activity Statement

The ClementJames Centre undertakes a range of fundraising activities and receives donations from a broad spectrum of donors and supporters, including companies, trusts, individuals and public bodies. The great majority of the charity's income is generated from fundraising targeted at trusts and foundations and the local authority.

Income from individual donations is achieved through three to four fundraising events a year, at which attendees can also participate in silent auctions or raffles, as well as signing up to learn more and become supporters of the centre.

As outlined by the Fundraising Regulator, we will take into account the needs of any potential donor who may be considered vulnerable or in need of care and support to make an informed decision. We will not exploit the trust, lack of knowledge or vulnerable circumstance of any donor at any time. We will not take a donation if we know/have good reason to believe that a person lacks capacity or is in a vulnerable position and cannot make an informed decision to donate.

The ClementJames Centre does not outsource any of its fundraising activities to third parties.

The charity received no complaints relating to its fundraising activities in 2022-2023.

Responsibilities of the Trustees

The trustees (who are also the directors of St Clement and St James Community Development Project for the purposes of company law) are responsible for preparing the Report of the Trustees 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. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law, the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the result of the charity 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 of the Charities Statement of Recommended Practice (SORP)
- make judgments and accounting 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 a going concern basis unless it is inappropriate to presume that the charity will continue in business

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are 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.

So far as the trustees are aware:

- there is no relevant audit information of which the charity's auditor is unaware
- the trustees have taken all steps they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Auditor

A resolution to appoint Haysmacintyre as auditor for the ensuing year will be proposed at the annual general meeting in accordance with section 489 of the Companies Act 2006.

This report has been prepared in accordance with the Statement of Recommended Practice for Charities (SORP 2015) (Second Edition, effective 1 January 2019)

Approved by the trustees on and signed on their behalf by:

..... (Chair)
Sophie Lewisohn

Independent auditor's report to the members of St Clement & St James Community Development Project

Opinion

We have audited the financial statements of St Clement and St James Community Development Project for the year ended 31 August 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2023 and of the charitable company's net movement in funds, including the income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report (which includes the directors' report prepared for the purposes of company law) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report (which incorporates the directors' report).

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the charitable company; or
- the charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the directors were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report

Responsibilities of trustees for the financial statements

As explained more fully in the trustees' responsibilities statement set out on page 17 the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the charitable company and the environment in which it operates, we identified that the principal risks of non-compliance with laws and regulations related to the use of restricted funds and Charity Law, and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006, Charities Act 2011 and Charities SORP.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to recognition of income. Audit procedures performed by the engagement team included:

- Inspecting minutes of Trustees' meetings;
- Reviewing allocations and disclosures relating to restricted funds;
- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- Evaluating management's controls designed to prevent and detect irregularities;
- Identifying and testing journals including the control environment and purpose; and
- Challenging assumptions and judgements made by management in their critical accounting estimates. There were no areas within the financial statements that required the Trustees to make significant judgements or estimates during the year.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including to those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more the compliance with a law or financial regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

Jane Askew (Senior Statutory Auditor)
For and on behalf of Haysmacintyre LLP, Statutory Auditor

10 Queen Street Place
London
EC4R 1AG

.....2023

STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account) FOR THE YEAR TO 31 AUGUST 2023

		Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
		£	£	£	£
	Note				
INCOME FROM:					
Donations and legacies	2	514,436	815,696	1,330,132	1,289,644
Other trading activities	3	6,862	-	6,862	7,436
Investments		3,520	-	3,520	270
Total Income		524,818	815,696	1,340,514	1,297,350
EXPENDITURE ON:					
Raising funds	4	73,755	-	73,755	71,489
Charitable activities	4,11	423,454	815,696	1,239,150	1,140,633
Total Expenditure		497,209	815,696	1,312,905	1,212,122
Net income		27,609	-	27,609	85,228
Funds brought forward		718,299	-	718,299	633,071
Funds at 31 August		745,908	-	745,908	718,299

The notes on pages 24-38 form part of these financial statements.

The statement of financial activities includes all gains and losses recognised in the year. All amounts derive from continuing activities.

Full comparatives for 2022 are presented in note 15.

BALANCE SHEET AT 31 AUGUST 2023

		2023	2022
		£	£
	Note		
Fixed Assets	7	3,389	7,039
Current Assets			
Debtors	8	116,742	123,629
Cash in bank & in hand		851,904	754,789
		968,646	878,418
Creditors			
Amounts falling due within one year	9	226,128	167,158
Net Current assets		742,519	711,260
Net assets		745,908	718,299
The funds of the charity:			
Unrestricted funds: General	10,11	742,519	711,260
Unrestricted funds: Designated	10,11	3,389	7,039
Unrestricted funds		745,908	718,299

These financial statements have been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

The financial statements were approved and authorised for issue by the Board of Trustees on 07/12/2023 and signed on their behalf by:

.....
Sophie Lewishon

The notes on pages 24-38 form part of the financial statement.

Charity Number: 1009253. Company Registration Number: 2677427.

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 AUGUST 2023

		2023	2022
		£	£
	Note		
Cash flows from operating activities:			
Net cash provided by operating activities	A	93,595	131,180
Cash flows from investing activities:			
Interest income		3,520	270
Net cash provided by investing activities		3,520	270
Increase in cash and cash equivalents in the year		97,115	131,450
Cash and cash equivalents at the beginning of the year		754,789	623,339
CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR		851,904	754,789

A. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH PROVIDED BY OPERATING ACTIVITIES

	2023	2022
	£	£
Net movement in funds	27,609	85,227
Add back depreciation charge	3,650	3,650
Deduct interest income	(3,520)	(270)
Increase in debtors	6,887	(18,365)
Increase in creditors	58,969	60,938
Net cash provided by operating activities	93,595	131,180

NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

1. ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Basis of preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice for Charities (SORP 2015) (Second Edition, effective 1 January 2019).

The ClementJames Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Preparation of accounts on a going concern basis

The trustees consider there are no material uncertainties about the charity's ability to continue as a going concern. The review of the charity's financial position, reserves levels and future plans, gives trustees confidence the charity remains a going concern for the foreseeable future.

Income recognition

All income is recognised once the charity has entitlement to that income, receipt is probable and the amount of income receivable can be measured reliably.

Expenditure recognition

All expenditure is recognised on an accruals basis as a liability is incurred as follows;

- Expenditure is recognised on an accrual basis as a liability is incurred.
- Expenditure includes VAT which cannot be recovered and is reported as part of the expenditure to which it relates.
- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in note 4.

VAT

The charity is not registered for VAT.

Financial Instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid net of any trade discounts due.

NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees and 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.

Employee benefits

-Short-term benefits

Short-term benefits including holiday pay are recognised as an expense in the period in which the service is received.

-Employee termination benefits

Termination benefits are accounted for on an accrual basis and in line with FRS 102.

-Pension scheme

The charity operates a defined contribution pension scheme for the benefit of its employees. The assets of the scheme are held independently from those of the charity in an independently administered fund. The pension costs charged in the financial statements represent the contributions payable during the year.

Legal status

The ClementJames Centre is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The members are the trustees. There were 11 members on 31 Aug 2023 (2022:10).

Judgements and key sources of estimation uncertainty

Preparation of the financial statements requires management to make significant judgements and estimates. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. There were no areas within the financial statements that required the trustees to make significant judgements or estimates during the year.

NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
2. Grants, Donations & Legacies	£	£	£	£
ABN Amro Bank	-	440	440	-
All Aboard Shops	-	500	500	-
Asda Foundation	-	-	-	1,500
Audley Travel	-	750	750	-
BBC Children in Need	-	22,744	22,744	25,793
Belpech	-	2,500	2,500	-
Blackrock	-	-	-	10,850
Campden Charities	-	9,000	9,000	3,000
Charities Aid Foundation	-	77,778	77,778	132,222
Chelsea Rotary Fund	100	-	100	-
Childhood Trust	-	-	-	18,333
Co-op	-	-	-	1,163
Corcoran Foundation	-	2,000	2,000	1,000
DE Group	-	749	749	-
Dunnhumby	-	224	224	143
Du Plessis Family Foundation	-	-	-	10,000
Enterprise Holdings Foundation	2,000	-	2,000	-
Esmee Fairbairn Foundation	-	15,000	15,000	10,000
Ernst and Young	-	15,000	15,000	-
Ground Works UK	-	-	-	800
Henry Oldfield Trust	-	5,833	5,833	-
Henry Smith Foundation	-	62,800	62,800	37,000
Hollick Family Foundation	-	10,000	10,000	-
IntoUni	-	190,000	190,000	190,000
KCSC	-	32,652	32,652	34,563
K&C Foundation	-	46,500	46,500	30,500
L & Q Place Makers Fund	-	5,000	5,000	5,000

NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

London Community Foundation	-	-	-	11,500
London Community Foundation and Evening Standard	-	-	-	15,000
Mercers' Company	-	29,000	29,000	-
National Lottery Community Fund	-	65,274	65,274	102,520
Paddington Development Trust: Community Grants	-	-	-	18,000
Peter Stormonth Darling Charitable Trust	5,625	-	5,625	18,000
Quadrature	50,000	-	50,000	-
Sheila's Fund	-	-	-	25,000
Souter Chraitable Trust	3,000	-	3,000	-
SUEZ	-	1,980	1,980	40,000
The Borrows Charitable Trust	-	-	-	1,000
The Gosling Foundation	-	4,167	4,167	1,000
The Grenfell Foundation (Fight 4 Grenfell)	1,753	-	1,753	-
The Lightbulb Trust	-	15,000	15,000	-
The Linbury Trust	-	55,000	55,000	50,000
The Ogden Trust	-	5,000	5,000	-
The Progress Foundation	-	12,500	12,500	-
The Royal Borough of Kensington & Chelsea	235,722	79,745	315,467	293,610
Thomas's Schools Foundation	-	3,000	3,000	2,500
West London Zone	-	23,750	23,750	22,868
William Allen Young Trust	-	476	476	-
Worshipful Company of International Bankers	-	1,000	1,000	1,000
W O Street Charitable Foundation	-	1,333	1,333	1,000
Wyseliot	-	4,000	4,000	4,000
29th May 1961 Charitable Trust	5,000	-	5,000	-
Individual donations	211,236	15,000	226,236	200,779
Total	514,436	815,696	1,330,132	1,289,644

NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

(continued) Donations & Legacies – 2022 comparatives

	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
	£	£	£	£
2 a. Grants, Donations & Legacies				
<i>Arts Council England</i>	-	-	-	10,000
<i>Asda Foundation</i>	-	1,500	1,500	-
<i>BBC Children in Need</i>	-	25,793	25,793	25,164
<i>BCG</i>	-	-	-	5,000
<i>Blackrock</i>	-	10,850	10,850	18,017
<i>Campden Charities</i>	3,000	-	3,000	3,500
<i>Charities Aid Foundation</i>	-	132,222	132,222	31,000
<i>Childhood Trust</i>	-	18,333	18,333	1,667
<i>City Bridge Trust</i>	-	-	-	40,167
<i>Co-op</i>	-	1,163	1,163	1,887
<i>Corcoran Foundation</i>	1000	-	1,000	3,060
<i>Dunnhumby</i>	-	143	143	-
<i>Du Plessis Family Foundation</i>	10,000	-	10,000	-
<i>Ground Works UK</i>	-	800	800	-
<i>Grove Trust</i>	-	-	-	42,250
<i>Henry Smith Foundation</i>	-	37,000	37,000	24,000
<i>Hollick Family Foundation</i>	-	-	-	4,584
<i>IntoUni</i>	-	190,000	190,000	190,000
<i>Johnson & Johnson</i>	-	-	-	1,500
<i>KCSC - Community Living Well</i>	-	34,563	34,563	15,281
<i>K&C Foundation</i>	-	30,500	30,500	77,771
<i>L&Q Place Makers Fund</i>	-	-	-	-
<i>Leathersellers' Company Charitable Fund</i>	-	-	-	15,000
<i>Lloyds Foundation</i>	-	-	-	31,335
<i>London Community Foundation (LCF)</i>	-	11,500	11,500	-

NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

<i>LCF and Evening Standard</i>	-	15,000	15,000	15,000
<i>Lucid Group</i>	-	-	-	3,000
<i>Mercers' Company</i>	-	-	-	25,000
<i>National Lottery Community Fund</i>	-	102,520	102,520	102,500
<i>National Lottery Covid Fund</i>	-	-	-	50,333
<i>Open Hand</i>	-	-	-	10,000
<i>Paddington Development Trust:</i>	-	18,000	18,000	2,000
<i>Peter Stebbings Memorial Charity</i>	-	-	-	6,000
<i>Raising Foundation</i>	-	-	-	60,000
<i>Sheila's Fund</i>	25,000	-	25,000	25,000
<i>SUEZ</i>	-	40,000	40,000	-
<i>The Grenfell Foundation (Client Fund)</i>	-	-	-	9,500
<i>The Linbury Trust</i>	-	50,000	50,000	-
<i>The Royal Borough of Kensington & Chelsea</i>	211,237	82,373	293,610	196,262
<i>Thomas's Schools Foundation</i>	-	2,500	2,500	1,500
<i>Thomas's Schools PTA</i>	-	-	-	1,748
<i>Tudor Trust</i>	-	2,000	2,000	2,000
<i>Travers Smith</i>	-	-	-	1,500
<i>West London Zone</i>	-	22,868	22,868	21,410
<i>Worshipful Company of International Bankers</i>	-	1,000	1,000	1,000
<i>Wyelands Bank</i>	-	4,000	4,000	200
<i>Wyseliot</i>	-	4,000	4,000	4,000
<i>Individual donations</i>	200,779	-	200,779	178,103
Total	451,016	838,628	1,289,644	1,257,239

NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

3. Other Trading Activities	Unrestricted	Restricted	2023	2022
	£	£	£	£
Rental	5,100	-	5,100	5,370
Miscellaneous	1,762	-	1,762	2,066
	6,862	-	6,862	7,436

4. Total Expenditure

	Staff Costs	Direct Costs	Support Costs	2023
	£	£	£	£
Raising funds	73,755	-	-	73,755
Charitable Activities				
Capital	-	-	20,109	20,109
Adult Learning	178,938	19,113	29,519	227,570
Children & Young People	294,932	19,697	22,615	337,244
Depreciation	-	-	3,650	3,650
Employment Support	309,793	16,157	31,661	357,611
Wellbeing and Support	235,525	15,937	29,620	281,082
Governance				
Misc. Expenditure	-	-	337	337
External Audit	-	-	10,200	10,200
Trustees Indemnity Insurance	-	-	1,347	1,347
	1,019,188	70,904	149,058	1,239,150
Total expenditure	1,092,943	70,904	149,058	1,312,905

NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

4a. Analysis of Support Costs	2023	2022
	£	£
Repairs and Maintenance	31,290	22,836
Gifts and Events	3,942	24,830
Legal Professional Fees	17,892	15,220
Rent	16,000	16,000
Insurance	13,428	11,708
Advertising	12,257	5,770
Other	54,249	22,691
Total	149,058	119,055

4b. Total Expenditure - 2022 comparative

	Staff Costs	Direct Costs	Support Costs	Total 2022
	£	£	£	£
<i>Raising funds</i>	71,489	-	-	71,489
Charitable Activities				
<i>Capital</i>	-	-	-	-
<i>Adult Learning</i>	173,794	15,314	25,705	214,813
<i>Children & Young People</i>	253,725	27,134	22,158	303,017
<i>Depreciation</i>			3,650	3,650
<i>Employment Support</i>	275,174	15,724	31,828	322,726
<i>Wellbeing and Support</i>	243,934	16,780	25,556	286,270
Governance				
<i>External Audit</i>	-	-	8,820	8,820
<i>Trustees Indemnity Insurance</i>	-	-	1,337	1,337
Total expenditure	1,018,116	74,952	119,054	1,212,122

NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

5. Net Income for the year

	2023	2022
	£	£
This is stated after charging/crediting		
Auditors remuneration (including VAT)		
Audit	10,200	8,820
	10,200	8,820

6. Staffing Costs and Numbers

	2023	2022
	£	£
Staff Costs were as follows:		
Salaries and wages	967,287	902,309
Social security costs	76,799	69,135
Pension contributions	41,107	39,275
Other staff costs	7,750	7,397
	1,092,943	1,018,116

One employee received more than £60,000 during the year (2022: £60,000-£70,000 none). The employee is part of the charity's Aviva pension scheme.

The total cost to the charity of employing its key management personnel of the charity was £323,942 (2022: £319,210). The key management personnel of the charity are considered to be the 3 team managers, the chief operations officer, the chief programmes officer and the chief executive. It should be noted that a significant percentage of team managers' time is spent delivering their programmes.

	2023	2022
	Number	Number
Project delivery staff	25	25
Management & support staff	12	14
	37	39

NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

7. Fixed Assets

	Land & Buildings
	£
Cost	
At 1 September 2022	21,639
Additions	0
Disposals	0
	<hr/>
At 31 August 2023	21,639
	<hr/>
Accumulated Depreciation	
at 1 September 2022	14,600
Charge for year	3,650
	<hr/>
At 31 August 2023	18,250
	<hr/>
Net Book Value	
At 31 August 2023	3,389
	<hr/>
At 31 August 2022	7,039
	<hr/>

8. Debtors

	2023	2022
	£	£
Accrued income	114,919	119,946
Other debtors	1,823	3,683
	<hr/>	<hr/>
	116,742	123,629
	<hr/>	<hr/>

NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

9. Creditors: Amounts falling due within one year

	2023	2022
	£	£
Accruals	41,536	30,239
Deferred income	184,592	136,919
	226,128	167,158

	2023	2022
	£	£
Analysis of deferred income:		
Balance brought forward 1 September 2022	136,919	78,029
Released to SOFA during the year	(136,919)	(78,029)
Amount deferred during the year	184,592	136,919
Balance at 31 August 2023	184,592	136,919

10. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds 2023
	£	£	£
Fixed assets	3,389	-	3,389
Current assets	968,646	-	968,646
Current liabilities	(226,127)	-	(226,127)
Net current assets at 31 August 2023	745,908	-	745,908

NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

11. Designation and Restriction of funds

		at 31 Aug 2022	Income	Expenditure	at 31 Aug 2023
Programme Designation:		£	£	£	£
Capital					
	Restricted	-	15,000	(15,000)	-
	Unrestricted	-	5,109	(5,109)	-
		-	20,109	(20,109)	-
Adult Learning					
	Restricted	-	33,476	(33,476)	-
	Unrestricted	-	216,273	(216,273)	-
		-	249,749	(249,749)	-
Children and Young People					
	Restricted	-	226,680	(226,680)	-
	Unrestricted	-	127,624	(127,624)	-
		-	354,304	(354,304)	-
Employment Support					
	Restricted	-	358,796	(358,796)	-
	Unrestricted	-	22,699	(22,699)	-
		-	381,495	(381,495)	-
Wellbeing & Support					
	Restricted	-	181,744	(181,744)	-
	Unrestricted	-	121,517	(121,517)	-
		-	303,261	(303,261)	-
Designated Fund (Fixed Asset)					
	Restricted	-	-	-	-
	Unrestricted	7,039	-	(3,650)	3,389
			-	(3,650)	
General Fund					
	Restricted	-	-	-	-
	Unrestricted	711,260	31,596	(337)	742,519
			31,596	(337)	
Total Restricted		-	815,696	(815,696)	-
Total Unrestricted		718,299	524,818	(497,209)	745,908
Total funds		718,299	1,340,514	(1,312,905)	745,908

NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

The purposes of restricted funds are more fully described in the Report of the Trustees. They are for the provision of the adult learning programme, the children and young people's education programme, employment support programme and the wellbeing & support programme. The designated fund refers to the charity's fixed assets (the eco-garden studios).

11. Designation and Restriction of funds

		at 31 Aug		at 31 Aug	
		2021	Income	Expenditure	2022
Programme Designation:		£	£	£	£
<i>Capital</i>					
	<i>Restricted</i>	-	-	-	-
	<i>Unrestricted</i>	-	-	-	-
<hr/>					
<i>Adult Learning</i>					
	<i>Restricted</i>	-	51,540	(51,540)	-
	<i>Unrestricted</i>	-	183,684	(183,684)	-
<hr/>					
<i>Children and Young People</i>					
	<i>Restricted</i>	-	287,023	(287,023)	-
	<i>Unrestricted</i>	-	32,324	(32,324)	-
<hr/>					
<i>Employment Support</i>					
	<i>Restricted</i>	-	297,578	(297,578)	-
	<i>Unrestricted</i>	-	48,825	(48,825)	-
<hr/>					
<i>Wellbeing & Support</i>					
	<i>Restricted</i>	-	202,487	202,487	-
	<i>Unrestricted</i>	-	105,011	105,011	-
<hr/>					
<i>Designated Fund</i>					
<i>(Fixed Asset)</i>					
	<i>Restricted</i>	-	-	-	-
	<i>Unrestricted</i>	10,689	-	(3,650)	7,039
<hr/>					
<i>General Fund</i>					
	<i>Restricted</i>	-	-	-	-
	<i>Unrestricted</i>	622,382	88,878	-	711,260
<hr/>					
		-	88,878	-	-
<hr/>					
Total Restricted		-	838,628	(815,696)	-
Total Unrestricted		633,071	458,722	(373,494)	718,299
Total funds		633,071	1,297,350	(1,212,122)	718,299

NOTES TO THE FINANCIAL STATEMENTS – Continued Year ended 31 August 2023

12. Accommodation

The charity leases its main building at a peppercorn rent from the Church and additional premises from the Church at a rate that would not be available on the open market. Since this accommodation would not be available on the open market, it is not possible to quantify this benefit. The charity is responsible for all repairs and maintenance required on its premises.

13. Control

The charity has no individual who can exercise ultimate control.

14. Related party transaction

During the period the charity received grants from IntoUni totalling £190,000. Sophia Lewisohn (one of the charity's trustees) was also a trustee of IntoUni during the period.

The aggregate of donations received from the Trustees & related parties in the year was £19,105 (2022 £17,182).

Symone Williams was paid a fee of £1,721 for services as The ClementJames Carnival Artist.

At the year's end, a balance of £14,319 was owed to IntoUni by the charity and a balance of £755 was owed to the charity by IntoUni.

15. Comparative Statement of Financial Activities 2022

	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total 2022</i>
	£	£	£
INCOME FROM:			
<i>Donations and legacies</i>	451,016	838,628	1,289,644
<i>Other trading activities</i>	7,436		7,436
<i>Investments</i>	270		270
Total Income	458,722	838,628	1,297,350
EXPENDITURE ON:			
<i>Raising funds</i>	71,489		71,489
<i>Charitable activities</i>	302,005	838,628	1,140,633
Total Expenditure	373,494	838,628	1,212,122
Net income	85,228	-	85,228
Funds brought forward	633,071		633,071
Funds at 31 August	718,299		718,299