

EFA London
Annual Report

1st June 2011 – 31st May 2012

Charity Number: 1133268

Company Number: 6909738

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Glossary of acronyms and abbreviations

CPD	Continued Professional Development
EAL	English as an Additional Language
EFA	English for Action
ESOL	English to Speakers of Other Languages
FE	Further Education
OCN	Open College Network
QTLS	Qualified Teacher Learning and Skills

Administrative details

Directors and Trustees

The Directors of the charitable company are its Trustees for the purpose of charity law. The Chair and Secretary rotate at each meeting of the Board.

Camille Alsop
Martin Alsop
Georgina Anstey
Sebastien Chapleau¹
Robert Davies
Bernadette Farrell
Joanna Purkis²
Alice Robson³
Omar Saeed⁴

Chief Executive Dermot Bryers

Constitution

EFA London is a company limited by guarantee (number 6909738) with no share capital and is a registered charity (number 1133268) governed by its articles of association. Prior to registration, the organisation was known as *English for Action*.

Registered office St. Margaret's House, 21 Old Ford Rd, London, E2 9PL

Accountants Field Sullivan Chartered Accountants, Neptune House, 70 Royal Hill, Greenwich, London, SE10 8RF

Bankers The Co-operative Bank, PO Box 250, Skelmersdale, WN8 6WT

Website www.efalondon.org

¹ Sebastien Chapleau joined the board of trustees on 30th November 2012

² Joanna Purkis joined the board of trustees on 30th November 2012

³ Alice Robson resigned from the board at the board meeting on November 6th 2012

⁴ Omar Saeed joined the board of trustees on 30th November 2012

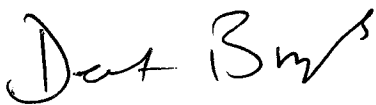
Chief Executive's Report

EFA London provides English for Speakers of Other Languages (ESOL) courses for migrant communities across London. The lessons and workshops are delivered in locations accessible to the participants, such as primary schools, community centres and workplaces. Our aim is to reach people who may be excluded from mainstream ESOL courses. We believe that ESOL classes, with the correct focus, can enable migrants to access the social, economic and political benefits that would be out of reach without language training and support.

2011-12 was our third full year as an incorporated charity and we made further progress in terms of achieving our intended outcomes (see page 9). We have also diversified our funding, and stand in a healthy financial position. We have secured our work for the long-term in Greenwich and we set up a new course in Southwark, where we identified an urgent need. Over 150 people improved their English language skills and met people in their local area as a result of our work.

We have also had a successful year in terms of community capacity-building, campaigning on issues affecting our learners and supporting them to effect change in their lives and communities. We played a significant part in the Action for ESOL campaign which resulted in a government u-turn in August 2011. Locally we organised a march through Deptford to draw attention to the violence suffered by the Chinese community in the area (see page 13).

We noticed an increased demand for our services in 2011/12, particularly from September 2011. The uncertainty surrounding ESOL funding resulted in many colleges turning students away, or informing them that they may have to pay significant fees. Also, the global economic crisis and particularly the Eurozone crisis seem to have had an impact with more of our participants coming from Spain, Portugal and Italy. Students are finding our courses through word of mouth and we encourage existing students to recruit people they think need our courses.



Dermot Bryers

Key Achievements at a Glance

- Over 150 people attended our sessions, many of whom were accessing ESOL training for the first time, helping to meet our goal to improve accessibility to learning.
- Six on-going courses, providing the stability needed to make a real impact in a local community.
- Over 95% of participants agreed or strongly agreed they had improved their language skills at the end of the course.
- Four teachers delivered courses, supported by 14 volunteers.
- Delivered a long course in Southwark for the first time, in an area with clear need and where we have previously run a short course.
- Action initiated on a number of issues that emerged during the courses (see achievements in relation to our stated objectives, page 7, and case study, page 10).
- Raised over £50,000 in total – over 40% of which was unrestricted funding and half to deliver our courses (see accounts, page 27).
- Secured major funding from the City Bridge Trust, one of the well-respected funders in London.
- Accreditation achieved with Open College Network (OCN), providing the opportunity for our students to gain valuable qualifications.
- Raised profile: EFA was mentioned in a keynote lecture by King's College academic Melanie Cooke, a chapter about our work is due to be published by ActionAid in a book about participatory ESOL teaching.

Looking Back

We achieved most of the targets we set at the beginning of the year (in bold). See page 18 for our targets for 2012-13

- ***Focus fundraising strategy on running longer courses (at least one year).***

Three-year project in Greenwich funded. Year-long courses also funded in Battersea and Tower Hamlets.

- ***Find additional core funding to make us less dependent on our major donors.***

Four grants secured, one of which was multi-year.

- ***Concentrate fundraising on sustaining the courses that we have been running.***

Secured funding to continue in Tower Hamlets, Wandsworth and Greenwich (the three areas that we have been committed to since the beginning).

- ***Start new courses where we have identified a need or opportunity.***

Two-term course delivered in Walworth, Southwark at Surrey Square School. Term-long course started in Highview School in Clapham Junction near the Winstanley estate.

- ***Start all new courses with at least ten participants and keep the attendance steady throughout the course.***

Attendances exceptionally strong in 2011-12.

- ***Ensure our teachers are receiving adequate training and continuous professional development (CPD) to ensure that they continue to develop as ESOL teachers and are able to pursue the teaching approach that we espouse.***

Miles Mantle signed up to a PGCE in ESOL and Literacy. Dermot Bryers started a DTLLS course at Tower Hamlets College in September 2011. Dermot and Cait Crosse also attended a six day course on community organising and leadership. Regular meetings, informal training and observations of staff carried out.

- ***Run trainings for our teachers and volunteers every three months so that more people are able to use participatory methodologies in the classroom.***

One training course delivered for our teachers and volunteers. More work to do in this area.

- ***Run accredited (Open College Network) courses where appropriate.***

Accreditation confirmed and exams planned for Battersea class in July 2012. Accreditation and exam costs built in to our funding proposals.

- ***Continue our policy of searching for partners in order to deliver courses in the heart of the communities where they are needed.***

Worked with three new partner organisations to recruit participants and deliver courses: Highview Primary School, Tower Hamlets College, Katherine Lowe Settlement.

- ***Recruit teachers with Qualified Teaching and Learning Status (QTLS) and ensure that our existing teachers are committed to getting fully qualified and supported to find the right courses.***

One new teacher recruited without QTLS, but 11 years of experience as an ESOL teacher. Existing teachers Dermot Bryers and Miles Mantle enrolled on courses that lead to QTLS.

- ***Improve our monitoring and evaluation processes so that we are more aware of the impact we are having. This will help with fundraising, strategy and report.***

New system developed and implemented for tracking students' progress and outcomes. New participatory, group evaluations developed to collect feedback from students.

Vision, Mission, Objects, Outcomes

We did not significantly change our broad aims in 2011/12, which are:

Vision

All people in London have equal opportunity to access and use services and networks to improve their lives.

Mission

To give people the language, knowledge and networks to change their lives and communities for the better.

Charitable Objects

- 1- To develop the capacity of migrant communities across London in such a way that they are better able to identify and help meet their needs and participate more fully in society.
- 2- To advance the education of the public in the subject of English for Speakers of Other Languages (ESOL).

Intended Outcomes

- 1- More people have access to ESOL provision.
- 2- People have improved English language skills.
- 3- People have better knowledge of the services in their communities to help them.
- 4- People use the appropriate services in their communities more frequently and more effectively to best meet their needs.
- 5- People build mutually supportive relationships and have the space to exchange experiences.

Achievements in relation to our intended outcomes

1- More people have access to ESOL provision.

We reached 157 adult migrants with English as an Additional Language (EAL) in the period between June 1st 2011 and 31 May 2012. We aim to reach people who would otherwise not attend an ESOL course and the majority of participants were attending a course for the first time.

All courses were delivered in locations where we know there is a need, because there is a lack of local provision, a large number of people with EAL in the area, high levels of deprivation and poverty, or a combination of all three. We continued to target primary schools and children's centres because they are natural community hubs for people of all ethnicities, nationalities, faiths and language groups. Furthermore, people find it convenient to participate and can bring their children. All our holiday courses ran a crèche, allowing parents with young children to take part without distractions. The courses at schools and children's centres are not exclusive to parents.

Case Study: Stella

Stella is a member of the group in Surrey Square Primary School, Southwark. She joined the class when it started in January 2012. Stella was born in western Nigeria and her first language is Yoroba. She has five children, four of whom are in Nigeria. She lives in Walworth with her son, daughter-in-law and three grand-children. She came to London in 2006. Stella sees learning to read and write as the most important thing for her.

Stella regrets her lack of opportunity to learn as a child and is determined to learn now. She only received one year of primary education. One of the reasons for this is that Stella's parents divorced when she was young and she lived with her father. She moved around a lot as a consequence and this made it impossible to attend school and she soon gave up. She was required to help her father in their home and education was not seen to be a priority. She tried to go back to school as a young adult but she could not successfully negotiate the demands of being a housewife, mother and student.

Since she arrived in the UK her access to further education has been limited by two socio-economic factors. Initially, her immigration status prevented her from accessing free ESOL course at her local FE college. Secondly her role as a carer for her two grandchildren has limited the time she has available for learning. She brings her two year old granddaughter to class with her.

At Surrey Square Primary School she is thriving. She attends every class and is starting to write independently. She is also a real group leader. She is a wonderful advocate for the charity and often brings new students to the class. She takes ownership of the class, gives the teachers feedback and ideas and helps the new students to integrate.

2- People have improved English language skills.

We made several crucial steps towards attaining and measuring this outcome in 2011/12. Firstly, we were able to work with participants for longer than ever before. As a new charity we were often previously unable to attract the long-term funding we needed. We worked on a term-by-term basis. This meant we were able to run several short courses, but we were not always able to sustain them over time. Learning a new language is a slow process and students benefit from longer courses. This year we ran year-long courses at six of our ten sites, another one was funded for two terms and we have made several applications to continue, two were short courses started last year and one was funded for just a term. This is a significant development on last year. We continue to reach people who are accessing ESOL for the first time, or cannot study elsewhere, but we are working with those people for a longer period of time and having a greater impact as a result.

Secondly, we confirmed our accreditation with Open College Network (OCN). This means that the quality of our teaching and learning has been validated by a well-respected, national accreditor. We are also able to run accredited courses where our students achieve internationally recognised ESOL certificates. We now have another means to measure the progress of our students, in addition to self-assessment and the teacher's assessment. The first group of students, from our course at St. Mary's Battersea, registered for assessments in April 2012. They are due to be assessed in July 2012.

Over 95% of students completing post-course evaluations declared that they have improved their language skills as a result of the course. This is consistent with the informal assessment carried out by the teachers. This is collected throughout the course and recorded in course-end evaluations and in the students' portfolios.

3- People have better knowledge of the services in their communities to help them.

Over 90% of participants reported that they had a better knowledge of services and facilities in their area. In our classes we discussed and shared information about many local issues that affected our participants, including finding work, primary-secondary school transition, local libraries, citizenship and the Life in the UK test, activities for children during school holidays, local transport, housing, child-care, benefits, doctors surgeries, sports facilities and more. As previously, we devoted time to picking up individual concerns and questions by having time at the end of the class for participants to meet with their teacher. This is a really valuable way for the teacher to get to know the participants, find out about the needs of the group and get feedback. The majority of students were able to meet with their teacher during this time.

- 4- People use the appropriate services in their communities more frequently and more effectively to best meet their needs.

We had particular success in helping to involve parents in the life of their children's schools, accessing benefits, using local transport facilities and visiting other parts of London. Several participants found out more about schools in the area and three parents, new to the UK, got their children into schools for the first time after a long wait after we connected them with the right people and taught them to fill-out forms and make phone calls. Several of the participants in Southwark, Greenwich and Wandsworth became involved in groups at school, attended parents' days and volunteered at school.

We took three groups (from Greenwich, Battersea and Southwark) on class trips. The purpose of the trip, apart from to have fun and encourage group bonding, is to introduce activities that parents can do with their children and encourage people to access some of London's attractions. According to the head-teacher at one of our partner primary schools in Greenwich, half of the children hadn't seen the river (just half a mile away). We built termly trips into the successful City Bridge funding proposal. We have taken over 30 participants on trips to different parts of London this year (2011-12) and had two further trips planned in July 2012.

We have also had positive results connecting our students with other organisations that can help address issues that arise in the class, such as poor housing, low wages, exploitation, insecure immigration status and street violence. In Southwark we further developed our relationship with Blackfriars Advice Service. An advice worker visited the group at Surrey Square School and three students visited the drop-in advice service. At London Metropolitan University students met their trade union branch secretary. With the support of the union, they won a living wage (£8.30 per hour up from £6.17 per hour). With our support, the students at the Deptford class (see page 13) organised a march through the streets of Deptford and secured a meeting with their local police commissioner to talk about the muggings and burglaries that so many of the community had suffered. EFA London formally joined the community alliance London Citizens in December 2011. In June 2012 two members of staff attended their six-day national community organising and leadership training course. Several students became involved in campaigning and community organising work with London Citizens during the year.

Case Study: March against street violence in Deptford

We started working with the Chinese community in Deptford in March 2011. In collaboration with London Citizens Chinese Community Organiser, Emmie Chao, we set up a course at the Good Friend restaurant in Deptford.

We spent a lot of class time building confidence, playing games and building relationships between the groups. The issue that emerged most strongly through the group's analysis of the area was that safety was a huge problem. Virtually everyone in the group had been robbed, several violently. It was felt that the Chinese community was targeted because thieves know that they often carried their wages on them (cash in hand jobs) and that they would probably not report the crime to the police due to lack of language and concern over their immigration status. Some people said when they did interact with the police there had been problems.

We helped students to act. The first step was to organise a meeting, between the group and a community organiser from London Citizens, to talk about our options. In class, we practised the language for having a meeting and telling our stories. The group decided that they would organise a demonstration through central Deptford to reclaim the streets, finishing with a rally at the police station to demand better protection and ask for a meeting with the borough commander.

On the day of the demonstration, we met at the restaurant and recapped the route of the march and made banners. The group had managed to turn out around 70 people. Everyone felt safe in numbers and it felt good to march down the road and feel we had the power to change things. At the police station, the atmosphere was very friendly. The officer in charge came and addressed the crowd and promised to work with the community to improve street safety. We organised a meeting with the borough commander to address the concerns of the community.

It was the first time the local Chinese community in Deptford had taken collective action and an important first step on the way to fighting back against being victims of crime and police indifference.

- 5- People build mutually supportive relationships and have the space to exchange experiences.

Relationships between participants in our Tower Hamlets, Greenwich and Wandsworth classes, the places we have been working the longest, have flourished this year. Participants, almost without exception, report that they have made friends on the courses. Students have shared holidays, shared childcare arrangements, found each other work, helped each other move house, celebrated birthdays and festivals together, helped each other get to class and shared problems and solutions. Friendship and new relationships are often mentioned by participants in their evaluations. Our teaching approach encourages the participants to discuss their experiences, share concerns and help one another. We have learned new classroom tools this year to help this outcome, such as teaching ESOL using drama.

Our Participants and Partners

Our participants are all EAL speakers and are living in London. Our courses are free (or students make a very small voluntary contribution), for all participants irrespective of their income, immigration status, nationality or whether or not they are claiming benefits. As such, we often have extremely diverse classes, reflecting the demographic of the local area. In Greenwich the classes are particularly diverse in terms of both socio-economic class and nationality. In Southwark and Wandsworth nearly half of the participants are South American, with an ever-increasing number of participants, often of South American origin, migrating from Spain.

Case study 1: Maria*

Maria has been a student with EFA London since November 2010. She attends with her three year old son. She has two other children. She has lived in the UK for twelve years.

She has made excellent progress in English since starting with EFA London, particularly with her reading and writing. Assessed at Entry Level Two for Reading and Writing when she started, Veronica passed Entry Level Three reading in July 2010 and is due to take her Entry Level Three writing assessment in July 2011. She has used her language skills and new contacts to make positive changes in her life. She has negotiated with her landlord, become a supervisor at work, taken a Level One IT course, supported her children's education and fought for her family to remain in the UK.

In the future she hopes to study and change her career and gain a secure immigration status. Her teacher has encouraged her to seek good quality legal advice and written a letter to support her claim for permanent residency in the UK.

*name has been changed to protect anonymity

Where possible, we encourage our participants to access an ESOL course at their local college as well as attend our course, or to progress to one when our course ends. This year funding for ESOL courses has been insecure and inconsistent. In December 2010 the

government announced severe cuts to ESOL provision. The Action for ESOL campaign was created to resist the cuts, strongly supported by EFA London, and in August the government announced a U-turn of sorts. Colleges would be able to offer students free ESOL courses if they were on inactive benefits (benefits other than Job Seekers' Allowance) but they would have to self-certify that they were looking for work. Unfortunately the number of funded places became a matter of discretion for colleges and many colleges had already informed students that they would have to pay in 2012-13. As a result of this unclear picture, EFA London has experienced a sharp increase in demand for our services. Our participants are also less likely to progress to courses at Further Education colleges. This makes it more important for us to offer our students long, multi-year courses with accreditation.

EFA London's staff and volunteers have provided excellent service to the beneficiaries. The teachers and volunteer teaching assistants are often praised in the participants' evaluations. The volunteers (there were 14 during the year) provided valuable support to the teachers, enabling them to work with groups containing students with different language levels.

Between June 2011 and May 2012 we delivered courses in six London boroughs: Wandsworth, Tower Hamlets, Greenwich, Islington, Lewisham and Southwark. These locations were chosen for the prevalence of EAL speakers in the local community, the relative deprivation of the area or because of the strength of our local partnerships. The extended schools cluster in East Greenwich and Wandsworth Family Learning supported us throughout the year and are very important sources of funding and help. This year we were able to attract external funding to support our work in both these areas and ensure that we were not running the courses at a loss. Tower Hamlets mental health charity Working Well, has funded a course for their men's and women's groups since December 2007 and we value the continuity this provides.

In the financial year ending 31 May 2012 we were also able to attract significant new funding from trusts and foundations. We were funded by The City Bridge Trust, The Evening Standard Dispossessed Fund and The New Covent Garden Market Foundation. The funding from the City Bridge Trust is particularly significant as it represents nearly a quarter of our turnover and is for three years. The grant is to run 144 hours ESOL a year for up to 30 participants in two children's centres in East Greenwich. We are grateful to Baron and Baroness Ullens for the core funding they provide and the faith they have shown in EFA London since the charity started.

Summary of courses and participants

Group and Location	Type of Course	Number of hours	Number of participants
Robert Owen Children's Centre, Greenwich	ESOL for Change	60	39
Ethnic Minorities Sewing Project, Whitechapel	ESOL, Numeracy and Literacy	80	11
Women's Sewing Project, Whitechapel	ESOL, Numeracy and Literacy	80	16
Surrey Square Primary School, Southwark	ESOL for Workers	48	18
St. Mary's Primary School, Battersea	ESOL for Change	60	16
The John Roan School, Greenwich	ESOL for Change and Family Holiday course	84	32
London Metropolitan University	ESOL for Workers	18	13
Invicta Children's Centre, Greenwich	ESOL for Change	60	42
Deptford Chinese Community	ESOL for Change	20	15
Highview Primary School, Wandsworth	ESOL for Change	12	14
Totals		522	216*

*59 students attended more than one course

Types of Course we run:

1 – **ESOL for Change** courses are designed to help participants learn new language skills, take charge of their learning, make friends, share experiences, and use their skills, relationships and confidence to change their lives and communities for the better.

2 – **ESOL for Workers** courses take place at the workplace to improve accessibility. They help participants take a critical approach to problems at work, to learn the language they need to be more effective at work and to get together with their colleagues to address issues collectively.

3 – **ESOL, Numeracy and Literacy** courses have literacy and numeracy embedded into what are primarily ESOL courses. It particularly aims to support participants who may have stronger speaking and listening skills than reading and writing.

4 – **Family Holiday** courses are four-day courses during the half-term for children and adults. There is a 12-hour (three hours a day) ESOL course, activities for children and a crèche. They came from a participant demand for activities for families in the holidays.

5 – **One day Workshops** focus on specific issues and build the capacity of participants to solve problems. They generally accompany a long-course and respond to demand from the participants. Examples of previous workshops include benefit advice, job searching and immigration legal advice.

Looking ahead

In the year ahead, our priority is to secure our courses in the areas in which we are already operating. We want to deepen our relationships with our participants, our host institutions and local partners. We aim to improve our understanding of the difference we are making, so that we can have even more impact on the local communities in which we work. We aim to make the case articulately and powerfully for the work we are doing. EFA London has some key objectives for the year ahead:

- Secure long-term funding for our work in Southwark.
- Continue our work in Greenwich, Tower Hamlets and Wandsworth.
- Work with more adult ESOL students than before (over 160 participants).
- Improve the language skills of over 90% of participants who finish our courses.
- Collect evidence of at least ten participants who have made positive changes to their lives or communities as a result of our courses.
- Facilitate new friendships and supportive relationships for 80% of our participants.
- Accredite at least half our courses with OCN and register over 60 learners with OCN for ESOL assessments.
- Use our website, Facebook page and Twitter account to tell our story, give our participants an opportunity to publish writing and attract new participants, supporters and volunteers.
- Recruit at least one new teacher as a permanent employee in order to provide stability and a platform for further growth.
- Improve our monitoring and evaluation procedures, so that we are able to effectively monitor whether we are achieving our outcomes.
- Research and experiment with teaching methods and tools.
- Update our vision, mission, outcomes, and outputs and use to report in 2012-13 and create a clear statement of our principles and values.
- Use London Citizens membership to allow participants to access training courses, political assemblies, meetings, demonstrations and neighbourhood walks.
- Develop relationships with five additional campaigning organisations.
- Take collective action with students to reduce poverty and inequality.

- Deliver four training sessions for our teachers and volunteers.
- Recruit new trustee(s).
- Achieve turnover of at least £70,000 (40% increase).
- Secure unrestricted, core funding for 2013-14.

Trustees' Report

The Trustees present their report and financial statements for the period ending 31 May 2012. This is a Directors' report required by section 417 of the Companies Act 2006 and all Trustees are Directors.

Structure, governance and Board composition

EFA London is a charitable company limited by guarantee, governed by its articles of association dated 23 February 2009 and registered with Companies House on 19 May 2009.

It is a charity registered with the Charity Commission and its charitable objects are:

- 1- To develop the capacity of migrant communities across London in such a way that they are better able to identify and help meet their needs and participate more fully in society.
- 2- To advance the education of the public in the subject of English for Speakers of Other Languages (ESOL).

The governing body is the Board of Trustees (Board). The Trustees are also the Directors of the charity for the purposes of the Companies Act 2006.

Trustees are appointed by the Board and invited to leave annually. We aim to promote diversity on the Board, and it constitutes a mix of gender, ethnicity and age.

Throughout the period, the Board has continued to monitor the need to appoint suitable new Trustees. At the Board meeting on 2 May 2012, the Board resolved to advertise for new Trustees with the intention to make appointments before the end of 2012. The Board remains committed to including a board member from one of our beneficiary communities and it was resolved that participants in our classes and other stakeholders should also be made aware of and be able to apply for positions under the Trustee recruitment process.

Management and principal activities

The Board sets the strategic direction for EFA London, ensures plans are carried out and monitors performance against agreed outcomes and objectives. In the financial year ending 31 May 2012, the Board met on four occasions, being 22 June 2011, 5 October 2011, 18 January 2012 and 2 May 2012.

During this financial year, the Board has overseen a number of important developments for EFA London, such as moving in to new premises in Bethnal Green and securing new sources of funding. EFA London has made several successful applications for grants from charitable trusts, including a multi-year grant commitment of £37,000 from the City Bridge Trust. The Board views this as being particularly important for safeguarding the financial stability of EFA London as it diversifies the sources from which funds are raised.

The Chief Executive, who is appointed by the Board, manages the day-to-day operation of EFA London's activities under delegated authority. Trustees also support the Chief Executive with recruitment of staff and occasionally observe or support EFA London classes.

The Board has a conflict of interest policy. The Trustees are required to disclose possible conflicts when they arise. These are recorded on the conflicts of interest register, which is reviewed periodically.

The Board receives updates from various subcommittees: strategy and evaluation; finance; fundraising and pedagogy. Other committees can be created by the Board as appropriate.

In the financial year ending 31 May 2012, the strategy and evaluation subcommittee updated the EFA London strategy document so that it is well placed to shape progress towards the charity's objectives over the coming months and years. It also continued to refine its monitoring and evaluation framework to ensure that it can assess whether EFA London is making the difference it plans to. The outcomes, outputs, and indicators of success are to be reviewed annually to ensure that they remain appropriate for driving EFA London's performance.

The efforts of the pedagogy sub-committee were rewarded as EFA London achieved OCN accreditation in November 2011. This will allow participants of EFA London courses to obtain meaningful qualifications and to measure their progress. During the financial year, EFA London commenced its first accredited course and has ten students on track to receive a qualification in July 2012. Further OCN-accredited courses are planned.

The pedagogy sub-committee has also been active in interviewing new teachers for courses. At the Board meeting on 2 May 2012, it was resolved that EFA London should seek to recruit a second permanent member of teaching staff to the team with the intention of filling the position by the end of 2012. The Board supported the Chief Executive to start a Diploma in Teaching in the Lifelong Learning Sector (DTLLS), which is due to be completed in December 2012. The Board saw this as vital for the charity's lead teacher to remain fully qualified in accordance with government guidelines and to achieve accreditation.

The board worked with the Chief Executive to significantly scale up EFA London's fundraising efforts, resulting in an impressive raising of £50,000 in commitments over the year, more than 40% of which was unrestricted funding. The finance subcommittee led a pay review of EFA London's staff and contractors, ensured accurate accounts were maintained and lead the production of the second annual report.

In terms of achieving the charity's first object, developing the capacity of migrant communities across London, we made good progress. For example, in December 2011 we formally joined the community alliance South London Citizens. Membership of London Citizens gives staff, volunteers and participants an opportunity to access campaigning and community leadership training and a vast network of faith organisations, charities, schools, trade unions and community groups. Our participants, through our membership, now belong to an organisation with real power and a track record for reducing poverty and improving conditions for ordinary Londoners across a range of issues affecting our beneficiaries.

Risk Management

The Board has a responsibility towards ensuring risks relating to EFA London are managed appropriately, and understands the need to assess the major strategic, business and operational risks. The Board confirms that systems have been established to identify the types of risks that EFA London faces – it maintains a risk matrix that is reviewed annually, which indicates the impact and probability of each risk occurring. The risk matrix covers:

- Governance and Management Risk
- Operational Risk
- Financial Risk
- Environmental and External Risk
- Law and Regulation Compliance Risk

As with previous years, funding cuts remains a major risk for EFA London. At the beginning of the financial year, EFA London's continued funding from Baron and Baroness Ullens (who had provided 38% of funding in the previous financial year) remained uncertain. The Board sought to mitigate this risk by scheduling an emergency meeting for August 2011 if funding was not renewed in July 2011 to consider urgent steps to safeguard the charity's financial position. We are delighted that Baron and Baroness Ullens generously continued to provide funding for a further two years.

In order to mitigate the risk of funding cuts, EFA London has proactively sought to diversify its sources of funding. During the financial year ending 31 May 2012, EFA London obtained grant commitments from three new charitable trusts, with a total value of £45,000.

We are aware that sources of funding can disappear quickly and will continue to seek to mitigate this risk through forward planning, reserves management, targeted fundraising and seeking diverse funding sources.

Statement on Public Benefit

The "Vision, mission, objects and outcomes" sections of this report set out the activities which the incorporated charity EFA London undertakes for the public benefit (page 9).

The Board confirms that they have complied with the duty in section four of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission in determining the activities undertaken by the charity.

The Board makes the following observations on the two key principles of public benefit.

Principle 1: There must be an identifiable benefit or benefits

1a It must be clear what the benefits are

The mission and intended outcomes of EFA London set out on page 9 identify the benefits clearly.

1b The benefits must be related to the aims

In the opinion of the Board, the activities and outcomes set out on pages 9 to 15 and those projected for the coming year are directly related to the charity's aims. The Board will continue to monitor this.

1c Benefits must be balanced against any detriment or harm

None of EFA London's activities are obviously detrimental, yet the Board seeks to avoid any detriment where necessary and through its risk management processes ensures controls are in place to effectively mitigate risks identified.

Principle 2: Benefit must be to the public or a section of the public

The Board is particularly satisfied with the continued success of EFA London to provide classes to participants who may not otherwise have access to ESOL provision in some of the most deprived boroughs of London. Details of who benefited from our services are set out on pages 16 to 18.

Financial Report

The Trustees are grateful for the support of City Bridge Trust, the New Covent Garden Foundation and the Evening Standard Dispossessed Fund, who have provided grant commitments to EFA London amounting to £45,000. We remain particularly grateful for the continued support of Baron and Baroness Ullens, whose generous donation provided 23% of EFA London's income in the financial year ending 31 May 2012.

The total incoming resources were £50,568 and costs were contained within the agreed budget for the year, with expenditure for the year at £39,585. The expenditure is used to support our objectives and the detailed financial analysis of income and expenditure can be found in the notes section on pages 29-33.

Reserves policy

The Board has agreed a reserves policy to cover unforeseen events and uncertainties in funding or cash flow that aims to provide a level of a minimum three to six months running costs.

The Board reviews the reserves policy on an annual basis, taking into account EFA London's activities, current reserves situation and risks to both income and expenditure. This is to ensure that the ongoing work and commitments of EFA London can be met.

The year-end total funds carried forward figure is £17,529 amounting to approximately five months running costs.

The Board has agreed a budget for 2012/13, which provides for a small operating surplus but maintains our targeted reserves of £20,000, which are roughly five months' running costs.

Achievements and performance

We are pleased to report that EFA London has made good progress on the objectives that were set last year and has made a real difference to the participants that have worked with us during the year ending 31 May 2012. The details are outlined in the Chief Executive's Report on pages 5 to 14.

We are proud of the progress that we have made this year in securing the financial position of EFA London, despite the challenging economic conditions. This has allowed us to respond to changing socio-economic circumstances, such as by reaching those who are unable to access other free ESOL provision following spending cuts or by putting on new courses in areas that have recently experienced high levels of migration (such as in Walworth and Newington, Southwark). The quality of the service we provide has continued to improve through the securing of OCN accreditation, and this provides an opportunity for students to achieve the qualifications they need.

Statement of Trustees' responsibilities

The Trustees (who are also Directors of EFA London for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (UK 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 Statement of Recommended Practice (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 business

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time of the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

This report, which has been prepared in accordance with the special provisions relating to small companies subject to the small companies regime within Part 15 of the Companies Act 2006 was approved by the Board on 23 January 2013 and signed on its behalf by



Camille Alsop

Independent Examiner's Report to the Trustees of Template

I report on the financial statements of the company for the year ended 31 March 2012 as set out on pages 30 to 36.

This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of financial statements. The trustees consider that an audit is not required for this year under Section 144(1) of the Charities Act 2011 (the '2011 Act') and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) of the 2011 Act; and
- to state where particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;

have not been met; or

- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Timothy Sullivan FCA
Field Sullivan Limited
Chartered Accountants
Neptune House
70 Royal Hill
London SE10 8RF

Date: 18/2/13.

EFA London

Statement of Financial Activities
Income and Expenditure Account
for the period ended
31 May 2012

	Note	Restricted Funds	Unrestricted Funds	Total Funds 2012	Total Funds 2011
		£	£	£	£
Incoming resources					
Incoming resources from generated funds:					
Voluntary income	2	22,016	12,058	34,074	18,400
Investment income		-	13	13	10
Incoming resources from charitable activities					
	3	1,453	15,028	16,481	13,018
Total incoming resources		23,469	27,099	50,568	31,428
Resources expended					
Costs of generating funds	4	-	-	-	-
Charitable activities	4	20,425	17,680	38,105	29,364
Governance costs	5	-	1,480	1,480	1,140
Total resources expended		20,425	19,160	39,585	30,504
Net income/expenditure for the period		3,044	7,939	10,983	924
Transfers between funds		168	(168)	-	-
Net movement in funds		3,212	7,771	10,983	924
Reconciliation of funds					
Total funds brought forward		-	6,546	6,546	5,622
Total funds carried forward		3,212	14,317	17,529	6,546

EFA London

Company no. 06909738

Balance sheet

as at

31 May 2012

	<u>Note</u>	<u>2012</u>		<u>2011</u>	
		£	£	£	£
Current assets					
Debtors	8	6,831		3,000	
Cash at bank and in hand		<u>17,422</u>		<u>6,550</u>	
Total current assets		<u>24,253</u>		<u>9,550</u>	
Creditors: amounts falling due within one year	9	<u>(6,724)</u>		<u>(3,004)</u>	
Net current assets			17,529		6,546
Net assets	10		<u>17,529</u>		<u>6,546</u>
The funds of the charity:					
Restricted funds	11		3,212		-
Unrestricted funds:	11		14,317		6,546
Total charity funds			<u>17,529</u>		<u>6,546</u>

For the period ending 31 May 2012 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' Responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the period in question in accordance with section 476
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements, which have been prepared in accordance with the special provisions relating to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), were approved by the Board on 23 January 2013 and signed on its behalf by:



Camille Alsop

EFA London

Notes to the accounts
for the period ended
31 May 2012

1 Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

(i) Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

(ii) Fund accounting

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

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

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

(iii) Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full when received, unless they relate to a specific period when they will be recognised over the period to which they relate.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included in the accounts on an accruals basis.

(iv) Resources expended

Expenditure is accounted for on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully 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 and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SOFA 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.

EFA London

Notes to the accounts
for the period ended
31 May 2012

2 Voluntary income

	Restricted Funds	Unrestricted Funds	Total Funds 2012	Total Funds 2011
	£	£	£	£
Baroness M Ullens	-	12,000	12,000	12,000
D Bryers	-	-	-	1,000
Sponsorship	-	58	58	3,000
Peter Minet Trust	-	-	-	2,400
Wandsworth Family Learning	2,011	-	2,011	-
The City Bridge Trust	12,000	-	12,000	-
Evening Standard Dispossessed Fund	4,485	-	4,485	-
New Covent Garden Market Foundation	3,520	-	3,520	-
Total	<u>22,016</u>	<u>12,058</u>	<u>34,074</u>	<u>18,400</u>

3 Incoming resources from charitable activities

	Restricted Funds	Unrestricted Funds	Total Funds 2012	Total Funds 2011
	£	£	£	£
Classes and courses	1,453	15,028	16,481	13,018
Total	<u>1,453</u>	<u>15,028</u>	<u>16,481</u>	<u>13,018</u>

EFA London

Notes to the accounts
for the period ended
31 May 2012

4 Charitable activities

	Total Funds 2012	Total Funds 2011
	£	£
Salary costs (note 6)	24,267	20,770
Consultants' fees	8,385	6,713
Refreshments	379	403
Rent	3,692	-
Telephone	158	-
Printing postage and stationery	233	598
Books	510	-
Travel	178	12
Insurance	213	258
Other costs	90	610
Total	<u>38,105</u>	<u>29,364</u>

5 Governance costs

Independent examiner's fee	1,300	1,140
Independent examiner's fee - previous year	180	-
Total	<u>1,480</u>	<u>1,140</u>

6 Staff costs and numbers

	2012	2011
	£	£
Staff costs were as follows:		
Salaries and wages	22,190	19,067
Social security costs	2,077	1,703
Total	<u>24,267</u>	<u>20,770</u>

No employee received emoluments of more than £60,000

The average number of employees during the period, calculated on the basis of full-time equivalents, was as follows:

	2012	2011
	No.	No.
Total	<u>1</u>	<u>1</u>

EFA London

Notes to the accounts
for the period ended
31 May 2012

7 Trustee remuneration and expenses

No trustee was remunerated during the year.

No expenses were reimbursed to trustees.

No other trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the period

8 Debtors

	<u>2012</u>	<u>2011</u>
	£	£
Trade debtors	1,400	3,000
Prepayments	35	-
Accrued income	5,396	-
Total	<u>6,831</u>	<u>3,000</u>

9 Creditors: amounts falling due within one year

	<u>2012</u>	<u>2011</u>
	£	£
Taxation and social security	1,355	634
Other creditors	194	1,290
Accruals	1,300	1,080
Deferred income	3,875	-
Total	<u>6,724</u>	<u>3,004</u>

10 Analysis of net assets between funds

	<u>General</u>	<u>Designated</u>	<u>Restricted</u>	<u>Total</u>
	Funds	Funds	Funds	Funds
	£	£	£	£
Current assets	21,041	3,212	-	24,253
Current liabilities	(6,724)	-	-	(6,724)
Net assets at 31 May 2012	<u>14,317</u>	<u>3,212</u>	<u>-</u>	<u>17,529</u>

EFA London

Notes to the accounts
for the period ended
31 May 2012

11 Movements in funds

	<u>At 1 June 2011</u>	<u>Incoming resources</u>	<u>Outgoing resources</u>	<u>Transfers</u>	<u>At 31 May 2012</u>
	£	£	£		£
Restricted funds:					
Wandsworth Family Learning	-	2,011	(2,011)	-	-
The City Bridge Trust	-	13,453	(11,221)	-	2,232
Evening Standard Dispossessed Fund	-	4,485	(4,653)	168	-
New Covent Garden Market Foundation	-	3,520	(2,540)	-	980
	<u>-</u>	<u>23,469</u>	<u>(20,425)</u>	<u>168</u>	<u>3,212</u>
Unrestricted funds					
General fund	6,546	27,099	(19,160)	(168)	14,317
Total unrestricted funds	<u>6,546</u>	<u>27,099</u>	<u>(19,160)</u>	<u>(168)</u>	<u>14,317</u>
Total funds	<u>6,546</u>	<u>50,568</u>	<u>(39,585)</u>	<u>-</u>	<u>17,529</u>

Purposes of Restricted Funds:

Wandsworth Family Learning - A two-hour a week ESOL course for parents of Battersea primary school. £2,011 funded two terms, September to April.

The City Bridge Trust - Funding for three years ESOL course for the local communities in Greenwich, including holiday family learning and trips.

Evening Standard Dispossessed Fund- Funding for a terms ESOL course for parents and local communities at a primary school in Southwark

New Covent Garden Market Foundation - funding for one term ESOL course for work at a primary school in Battersea.