

# THE TUTORS' ASSOCIATION

4<sup>th</sup> Annual General Meeting 25<sup>th</sup> July 2017

33 St James Square, London, SW1Y 4JS

Commencing at 14.30



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**Notice is hereby given that the 4<sup>th</sup> Annual General Meeting of the Tutors' Association will be held on Tuesday 25<sup>th</sup> July 2017 at 33 St James Square, London SW1Y 4JS, commencing at 14.30**

**Agenda**

1. Welcome from Adam Muckle the President of the Association.
2. Apologies for absence.
3. Approval of the minutes of the 3<sup>rd</sup> Annual General Meeting held on 19<sup>th</sup> July 2016.
4. To receive the President's report on behalf of the board for the year ending 31<sup>st</sup> March 2017.
5. To receive the Treasurer's Report on behalf of the board for the year ending 31<sup>st</sup> March 2017.
6. To announce the composition of the board for the ensuing year 2017/2018.
7. General Members discussion
8. Close 15.30

**By order of the Board**

*Chris Lenton*

**CT Lenton FTA, FCCA, FCIS, FCIM**

**Director & Secretary**

26<sup>th</sup> June 2017

**Minutes of the 3<sup>rd</sup> Annual General Meeting held on 19<sup>th</sup> July 2016 at The University of London,  
Senate House, Court Room, Malet Street, London, WC1E 7HU**

**Those Present:**

**Directors of the Association**

Adam Muckle MTA	President
Steve Beeley FTA <sup>1</sup>	Treasurer
Tim Morris ATA <sup>2</sup>	
Julia O'Connor ATA	
Will Orr-Ewing ATA	
William Petty ATA <sup>2</sup>	
Chris Sanders MA	
Kate Shand FTA <sup>1</sup>	
Frederick Sugarman-Warner ATA <sup>2</sup>	
Emma Swanson ATA <sup>2</sup>	
Chris Lenton FTA, FCIS, FCCA	Secretary

**Members**

Max Blanchard ATA	Private Tutor
Harriet Collins ATA	Regency Tuition
Mylene Curtis FTA	Fleet Tutors
Richard Evans ATA	Private Tutor
Nasreen Iqbal ATA	Tutor Doctor Ilford
Greg Knudsen ATA	Private Tutor
Mariana Larios MTA	Private Tutor
Angeline Lim MTA	Private Tutor
Tim Morris ATA	Tutor Doctor
John Nichols MTA	Private Tutor
Alexander Nikitich FTA	Carfax Education
Joan Opie MTA	Private Tutor
Ambika Pindoria MTA	Private Tutor
Wesley Sanders ATA	Athena Tuition
Mark Taylor ATA	Private Tutor

**Non Members**

Katherine Allen	Front Row Education
Chris Jones	Hexis Plus
Anna Keogh	Enjoy Education
David Levin	Headmaster and Guest Speaker
Daniel License	Osborne Caukwell Educational Consultants

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<sup>1</sup> Retires from office at the close of this AGM

<sup>2</sup> Commences office at the close of this AGM

**Non-Members (Contd)**

Nelson Lo	Athena Tuition
Sophie Stead	Enjoy Education

**Apologies for absence were received from:**

Ryan Allen ATA	ROA Education
Lesley Bell MTA	Private Tutor
Hanna Beyer MTA	Private Tutor
Penny Chivers MTA	Private Tutor
Francis Cubitt ATA	Learning is Good
O'Neill Delpratt MTA	Private Tutor
Gordon Dickens ATA	Tutor Doctor Herts & Bucks
Peter Farage ATA	Private Tutor
Amit Gadhia ATA	Lotus Tutors
Elisa Ginanoncelli ATA	Private Tutor
Patricia Gruel MTA	Private Tutor
Stephen Hall MTA	Private Tutor
David Hardy MTA	Private Tutor
John Harris MTA	Private Tutor
Julie Harrison FTA	Harrison Allen
Carolyn Hayes ATA	Private Tutor
Dipti Lad ATA	Gradventure Limited
Martyn Lawrence MTA	Private Tutor
Sue Laidlaw ATA	Laidlaw Education
Raleigh Long MTA	Private Tutor
Andrew Murray ATA	Home School Tutoring (Somerset & Devon)
Natasha Rosin MTA	Private Tutor
Rosemary Russell MTA	Private Tutor
Suneel Shivdasani MTA	Private Tutor
Edward Smallwood ATA	A List Education
Stathis Stefanidis MTA	Phi Tuition
Margaret Sweatland ATA	Home School Tutoring
Francis Walters MTA	Private Tutor
Richard Whitehurst ATA	Tutor Doctor Altrincham
David Whitley ATA	Private Tutor
Christopher Wilson MTA	Private Tutor

**Proceedings:**

The President welcomed everyone to the meeting.

**AGM 01/16 Apologies for absence**

Apologies for absence are noted in the attendance record above.

**AGM 02/16 Approval of the Minutes of the 2<sup>nd</sup> AGM held on 13<sup>th</sup> July 2015.**

The minutes of the 2<sup>nd</sup> Annual General Meeting held on 13<sup>th</sup> July 2015 were approved unanimously.

Proposed: Tim Morris

Seconded: Chris Sanders

**AGM 03/16 President's Address and Report on behalf of the Board for the year ended 31<sup>st</sup> March 2016**

The President gave the following address:

David, ladies and gentlemen, welcome to our AGM. A lot has been achieved in this past year, but we are also very aware that there is much to do in order for this Association to stand the test of time, for generations of tutors to come. I am pleased to announce that we are now on a stable financial-footing, which is pivotal as we move out of the foundation phase, and the Association is also being seen to be doing more things for its members.

Much of what my predecessor Tom Maher worked at, as you can see from reading the transcript of last year's speech, was laying the groundwork for the Association and providing the context of where tutoring finds itself within U.K. education. Our membership encompasses individual tutors, agencies, tuition centres, online tuition and representatives of other forms of supplementary education as well.

Tutoring one-to-one isn't just for children after school, whatever background they may come from; children can be home-schooled, adults are willing and eager to learn and one can also consider the need for education in prisons. People's individual circumstances are what dictate whether and why they may want or need tuition. This multi-billion-pound industry sector is indeed vast and I know how much energy Tom put into the role of President; I strive to live up to it every single day. From the beginning, I have thrown myself into the role. I hope that I lead by example, but I am keen to ensure that the Association benefits from the involvement and experience of as many of its members as possible.

So this is a good moment to welcome and congratulate Emma, Will, Fred and Tim on their official appointment to the Board today. They join Will and Julia as recent directors, and they have all already been involved in the Association as active members. I wish to thank them for all their work thus far. I remember that my own first involvement as a member was with the CPD and Standards panel and I was impressed by the sheer amount of time, effort and good-will being invested by a diverse range of individual and corporate members in producing the Membership Standards document.

May I commend this voluntary guide to you as a focus around which members can develop their practice. It is also a useful tool for new tutors, offering support and guidance on how to establish themselves. And it is with that recollection and mindset that I wish to speak to you about three things that I believe will help this Association and the tutoring profession thrive. They focus on participation, support and growth.

With regard to participation, when I started as a director this time last year, with the Standards in place, I formed a separate Professional Development Panel. With the participation and collaboration of members we have started to host events for the professional development of tutors. These have so far included workshops on dyscalculia training, a lunchtime talk on child psychology and relieving anxiety in children, as well as a seminar on fostering happiness and heroism in children. Most recently we have hosted a full day workshop on Successfully Growing your Tuition Business which everyone present found very productive. Some of the CPD team have even been developing a podcast on the benefits of tutoring.

These events have empowered members to host and cohost their own events, with the sponsorship and support of the Association where appropriate. What is also clear is that these type of events facilitate opportunities for tutors to share insights and challenges, and to network and support one another – one of our key objectives for the Association. Our next event aims to capitalise on all these positive steps: "Creating a Legacy of Learning" will be a full day of professional development workshops at Stowe School on Monday October 24th at which we will be delighted to welcome former All-Blacks captain Sean Fitzpatrick as one of our guest speakers. It promises to be a great celebration of tutoring and a memorable event, so do please put it in your diaries. We are now taking bookings on our website.

Over the past year, we have also created a few more panels to offer members the opportunity of increased participation in the Association. First, a new Pro Bono Panel to discover ways of closing the learning gap in our society and addressing some of the criticisms levelled at the tuition industry. I think it is important that our profession has a social conscience; I saw this at work in the Law profession, and I hope this panel can foster such thinking in ours. David, I gather, will be speaking more about this area. Second, I reactivated the Standards Panel in a slightly different guise to look at developing a tutoring course in cooperation with Buckingham University. This has the potential not only to facilitate a career path for new tutors - or indeed for those who just wish to develop their skills – but also to help with the recognition of tutoring as part of the normal educational landscape.

I am also looking at ways that we as an industry can collaborate in sharing resources and articles for tutors, both to share knowledge with each other and be proud standard-bearers for our profession. In all these endeavours we value the participation of all our members highly. It is, after all, a membership-led body. As the Welsh football team put it, 'we are stronger together'.

The existence of the Association enables shared causes to be explored; currently, some of the corporate membership are putting forward a letter to the chair of the Education Select Committee in Parliament to explore the possibility of getting wholly-employed tutoring companies exemption from VAT. Whatever the individual objectives may be, I personally appreciate the willingness of all members to give of their time and energy and wish to thank each one of you that has done so thus far. I would especially like to thank our two directors departing from the Board, Kate Shand and Treasurer Steven Beeley and I thank them for all their support to me and others on the Board and – and of course for helping to found The Tutors' Association in the first place.

In terms of supporting our members, we keep our membership benefits under constant review. There are already a significant number of benefits for tutors which make membership well worthwhile.

We are all aware that tutoring is a very self-reliant role and often a solitary existence, part of the so-called 'gig' economy, and many of the benefits are there to provide support and protection for members operating in this environment. The legal, accounting, insurance, DBS service and advice line are all part of this financial and professional support.

Following repeated requests from members with regard to advice on pensions for private tutors and other financial advice I am pleased to be able to announce today that we have just completed an arrangement with Lewis Chambers – Independent Financial Advisers who are regulated by Financial Conduct Authority who offer comprehensive financial planning services in Investment advice, Pension advice, Tax planning and Protection. They are Affiliated Members of the Association and are supporting us and this AGM. Their details can be found on our website under membership benefits. May I encourage our Corporate members to make their individual tutors aware of all these services, and encourage them to become individual members in their own right in order to take advantage of these benefits.

This then leads me to my final point, growth. I do urge each one of you here today to encourage not only the tutors on your books – if you are a Corporate member - but also other tutors you know to apply. Since its launch in October 2013, we have grown to more than 360 members, no mean feat, but it still leaves huge opportunity for growth. Over the past few months, as I have spoken to teachers, parents and representative groups, spread the word on social media, and travelled to different education events around the UK, people are impressed by what we have achieved and what we stand for. But we know that there are thousands more tutors we can professionally assist.

The Association is being taken seriously and the longer it exists, builds momentum and grows in credibility and the public consciousness, the more clients will ask their tutors whether they are members of The Tutors' Association. We now have a Members' Register on our website for clients to check whether their tutor or agency is a member – something that we know is already starting to happen. To help even further with recruitment, we currently have a member-get-member scheme to incentivise membership growth, where for each tutor you introduce who signs up, you get a discount off your own next subscription. The point to all this is that the more members the Association has, the more we can do for you. More members means more participation, means more support, means more growth. This culminates in further professional recognition and a greater support-network for tutors and, ultimately, a stronger profession overall. And stronger not just for tutors but most of all for the children we seek to support and enable to thrive within education and in life. Thank you.

Members commented as follows:

- 1) It was suggested that the Association lobby the government to abolish the DBS system as it was not fit for purpose and provided little or no protection to parents. (AN)
- 2) What would we replace it with? (CL)
- 3) Whilst the system maybe flawed it was the only system available for parents to check on their tutors and it is they who call for these checks to be in place. Perception is reality and the perception is that the certification provides some element of reassurance. (CS)

- 4) It was suggested that perhaps the Association could seek to get the government to tighten up the DBS checks and raise the standard. But the Association should be able to advise members to subscribe to the automatic update service. (MC)
- 5) One members advised that he was required to renew his DBS certificate every two years. (NT)
- 6) It was suggested that this should be the recommended norm. (MB)

**The report was received unanimously.**

**Proposed: Joan Opie**

**Seconded: Alexander Nikitich**

#### **AGM 05/16 Treasure's report on behalf of the board for the year ending 31<sup>st</sup> March 2016**

The Honorary Treasurer referred members to his report his report previously circulated and commented that the Association was now in surplus having eliminated the deficit caused by the costs of launching and developing the Association since 2013. Some £40,000 of debt had been paid off current assets now exceeded current liabilities.

Members commented as follows:

- 1) In response to a question the Treasurer confirmed that member attrition rate was confirmed at 13.4% broken down as Corporates Members at 8.5% and Individual Members at 16.7%. (SB)
- 2) Professional body rates of attrition in the non-regulated professions were running at 20% per annum on average. (CL)
- 3) What were the Associations strategic plans for the forthcoming year? (AT)
- 4) The Board had a greed an operating plan in January this year which was now being implemented the main strategies being pursued were as follow (CL):
  - a) To grow the membership through targeted marketing and marketing events (workshops, seminars and conferencing)
  - b) To use the planned conference on 24<sup>th</sup> October and the media partner to promote the Association, conference and membership nationwide.
  - c) To improve and expand the membership benefits and the register of tutors
  - d) To run more regional events
  - e) To introduce a membership card.
  - f) To become and "Umbrella Body" for the purposes of the DBS system.
- 5) It was noted that Ambika Pindoira would be running her workshop "How to Grow your Tutoring Business" again on 11<sup>th</sup> November 2016. (CL)

**The Treasurer's report was received unanimously.**

**Proposed: Will Orr-Ewing**

**Seconded: Julia O'Connor**

**AGM 06/16 The Composition of the board for the ensuing year 2016/17**

The Secretary announced the composition of the new board for the ensuing year as:

Adam Muckle MTA President  
Tim Morris ATA  
Julia O'Connor ATA  
Will Orr-Ewing ATA  
William Petty ATA  
Fredrick Sugarman-Warner ATA  
Chris Sanders MA  
Emma Swanson ATA  
Chris Lenton FTA, ACCA, FCIS Secretary

**AGM 06/16 Guest Speaker: David Levin**

David Levin started off by saying how much he personally had benefited from tutoring while growing up in South Africa. He enumerated a number of challenges facing the education sector. These include the failure to support gifted children from either socially or educationally under-privileged areas and the shortage of teachers that is expected to wash through the system over the next few years. In both cases, he felt that the tutoring profession was in a unique and timely position to help. He made the point that no matter how good a school is, there is simply not the opportunity to give all the children who would benefit from it the chance to have 1-to-1 or 1-to 2 tuition. In order to achieve real social mobility and address educational disadvantage, what was needed was a properly-funded scheme that would put the skills of tutors at the disposal of schools, parents and local authorities across the country. He believed that schools could, and should, see this as an additional and complementary resource. He said that a system of properly accredited tutoring practitioners would be an integral part of such a scheme and that TTA was in a prime position to provide this. He went on to caution that one of the reasons that teachers were leaving the profession was that they were fed up with the bureaucracy surrounding their jobs. He acknowledged that a national tutoring scheme would need rules governing performance against targets, but strongly advised that regulators should allow as much freedom over actual process as possible. Freedom to do things your way, provided you delivered results, was at the heart of why a number of teachers had moved from schools to become private tutors. He went on to say that he had discussed this in outline with Sir Peter Lampl of the Sutton Trust and also with the head of a large Local Authority, both of whom had expressed interest and support in principle for taking the idea further. He promised to keep the Association updated on progress.

The meeting concluded at 3.54 pm.

*Chris Lenton*

**Chris Lenton FTA, FCCA, FCIS, FCIM**  
**Director & Secretary**  
19<sup>th</sup> July 2015

**Company Number: 6729532, A Private Company Limited by Guarantee,  
Report and Financial Statements as at 31<sup>st</sup> March 2016**

**Directors**

S. Beeley FTA	Resigned 26 <sup>th</sup> August 2016
C. T. Lenton FTA	
A. Muckle MTA	
J. O'Connor ATA	Appointed 26 <sup>th</sup> April 2016 Resigned 7 <sup>th</sup> December 2016
W. Orr-Ewing ATA	Appointed 17 <sup>th</sup> November 2016
T. Morris ATA	Appointed 17 <sup>th</sup> November 2016
W. Petty ATA	Appointed 17 <sup>th</sup> November 2016
A. Pindoria MTA	Appointed 9 <sup>th</sup> February 2017
C. N. W Sanders MA	
K. Shand MTA	Resigned 19 <sup>th</sup> July 2016
E. Swanson ATA	Appointed 19 <sup>th</sup> July 2016
F. Sugarman-Warner MTA	Appointed 19 <sup>th</sup> July 2016

**Secretary and Registered Office**

C. T. Lenton FTA, FCIS, FCIM, FCCA  
15 Bencombe Road  
Marlow, Bucks, SL7 3NZ

**Solicitors**

Pitmans LLP  
1 Crown Court,  
66 Cheapside,  
London,  
EC2V 6LR

**Bankers**

HSBC Plc  
46 High Street,  
Marlow, Bucks,  
SL7 1AT

## **Report of the Directors**

The directors present their report and financial statements for the year ended 31<sup>st</sup> March 2017.

### **Review of Activities**

The Tutors' Association over the course of the year has become a thoroughly thriving professional body. It is dedicated both to supporting its members and to being the voice in promoting professionalism for the flourishing tutoring sector. By speaking at conferences and events through the year, and communicating with members across the country, we are growing at a greater rate than ever before, and I am confident of even greater things to come.

Together with the Board of Directors, there are currently four active panels: CPD, Membership & Communications, Standards, and a new Conference Panel. These have served as a great opportunity for many members of our diverse membership to get involved and help lead their organisation forward. In addition to the panels, growing numbers of members are actively involved, contributing both ideas and articles to inform fellow-tutors about different areas of the sector. Our members have also contributed ideas for events that we have run, ranging from business mentoring to social occasions – all with the aim of sharing and exchanging insights – and the highlight of the year was undoubtedly our successful first conference for the Association in October.

All these activities have helped attract tutors to the Association, and we now have more than five hundred individual and corporate members. We have also doubled the number of Affiliate Members; these are principally organisations who supply goods, services and resources to the profession, and many of them offer significant offering discounts to members. These range from academic support to financial advice and wealth management.

I know that our late, former Treasurer Steve Beeley - who freely gave so much of himself to the Association - would be proud of the progress we have made so far. I would like to thank everyone who has committed their time and energy to advance our mission, and in particular to our dedicated team of Directors who have done all and more than anyone could expect of them. May I express my special thanks to Julia O'Connor who stood down in the course of the year for the time and experience she gave to the Board. We all wish her well.

### **Objectives**

The Association was set up with the following objectives which will be subject to review in light of consultation with our growing membership:

- 1) To promote best practice in Tutoring for the benefit of members, students and the public.
- 2) To commission, promote and expand the horizon of knowledge and research in what has become a highly dynamic, innovative and internationally-minded industry.

- 3) To develop a membership body of individuals and corporate members whose interests are in tutoring and tutoring management.
- 4) To provide opportunities for tutors to enhance their skills and knowledge through the provision of seminars, workshops, conferences and CPD-style events.
- 5) To provide tutors with the opportunity to network with their peers for the exchange of information, experience and opportunities
- 6) To provide a set of recognised standards and a code of ethics that members agree to follow in the interests of enhancing the reputation of both the Association and the Profession.
- 7) To provide means of assessing knowledge, skill and experience of the principles and practice of tutoring and to organise educational and certification programs, courses and examinations in tutoring and other appropriate topics and, subject to any law, to award certificates, charters, degrees, diplomas and prizes as appropriate to successful examinees who pass such assessments and tests in such manner as the Board of Directors may determine from time to time.
- 8) To assist students, including executives, in securing professional qualifications, designations and credentials and status, to secure professional recognition, relationships, exchange of knowledge and experience, with other professions, other occupations and the industry generally in the fields of tutoring and allied areas, research, technology and knowledge transfer, consultancy and related activities.

#### **Working Groups, Committees and Panels**

The following Working Groups and Panels are working on an effective way of determining the Association's policy and strategy, and terms of reference are being prepared. In summary, they will look at;

- Codes of Practice specific to each sector
- Opportunities and Threats
- Professional Standards
- Child protection

The Working Groups and committees are as follows:

- Professional Standards and Ethics Working Group
- Continuous Professional Development
- Membership and Communications
- National Conference 2017

## Constitution and Governance

### The Board

2016 saw the second set of elections to the board producing four new members. Those members that served on the board during this financial year were as follows:

Member	Office	Board
A. Muckle MTA	President	
S. Beeley FTA	Treasurer	Resigned 26 <sup>th</sup> August 2016
J. O'Connor ATA		Resigned 7 <sup>th</sup> December 2016
W. Orr-Ewing ATA		Appointed 17 <sup>th</sup> November 2016
T. Morris ATA	Treasurer	Elected 19 <sup>th</sup> July 2016
W. Petty ATA		Elected 19 <sup>th</sup> July 2016
A. Pindoria MTA		Appointed 9 <sup>th</sup> February 2017
C. N. W Sanders MA		
K. Shand MTA		Resigned 19 <sup>th</sup> July 2016
E. Swanson ATA		Elected 19 <sup>th</sup> July 2016
F. Sugarman-Warner MTA		Elected 19 <sup>th</sup> July 2016
C. T. Lenton FTA, FCCA, FCIS	Secretary	

### Elections and Officers of the Association

Adam Muckle MTA was re-elected as President of the Association. There were no elections for Vice Presidents.

### Member Elections

Following the elections in 2016 the following members were elected to the board:

T. Morris ATA, W. Petty ATA, E. Swanson ATA and F. Sugarman-Warner MTA. They all took office following the close of the Annual General Meeting on 19<sup>th</sup> July 2016.

### Steve Beeley FTA

It is with deepest regret that we record the death of Steven Beeley on 26<sup>th</sup> August 2016. He was one of the founding members of the Association and its first Treasurer a role that he discharged with considerable aplomb. Steve led the Association financially from its foundation when it incurred over £40,000 of loans to set up the Association. He was the driving force behind the Association's achievement of surpluses and by 2016 the deficit had been completely cleared. His drive and energy were exemplary and he worked very closely with the Secretary throughout the initial stages of the Association's development. This formed the platform for the success that the Association now enjoys. Steve made a huge contribution to the Association and will be sadly missed.

**Kate Shand FTA**

Kate Shand stood down from the board at the AGM have completed her term of three years and the board recorded their thanks for all that she had done for the Association during her time in office and her generosity as one of the Founder members.

**Julia O'Connor ATA**

Julia has stepped down from the board temporarily for professional reasons and we hope that she can rejoin soon. She made a considerable contribution to the Association's strategic thinking and planning during her time on the board, and was instrumental in supporting the growth that has taken place during this financial year.

By order of the Board

*Adam Muckle*

**A. Muckle MTA**  
**President of the Association & Director**

**Date: 4<sup>th</sup> May 2017**

## Honorary Treasurer's Report

### Overview

The surplus for the year of £10,468 (£13,577, 2016) has increased our reserves to £12,014 (£1,546, 2016). As your Treasurer, I am delighted at the Association's progress and believe that it will now go on from strength to strength and be in an increasingly strong position to finance its development.

### Income and Expenditure

Income for the year rose 20.7% to £50,978 (£42,210 2016) and costs rose 41.4% £40,510 (£28,633, 2016) reflecting our increased investment in membership benefits, administration and marketing. As mentioned above this has produced a surplus of £10,468 (£13,577, 2016).

### Outlook

The Directors approved a new operating plan for 2017 which is currently being implemented. The Directors and I are confident that during the forthcoming year the Association will produce further surpluses from a significantly larger membership. It is the Board's intention to build our reserves whilst t improving membership engagement.

It is also intended to invest in new membership CRM software during the new financial year. The many new features that this will contain will enhance the membership benefits and provide each member with their own space and the ability to link with other interest groups and members. In addition, the marketing tools provided by the new software will greatly enhance our ability to promote the Association and its benefits and significantly increase our membership.

No report would be complete without acknowledging and thanking my colleagues who are all volunteers and give of their time and resources generously. I remain confident that the Association will continue to develop and grow and that it will have a prosperous year ahead.

*Tim Morris*

**T. Morris ATA**  
**Honorary Treasurer**

**Date: 4<sup>th</sup> May 2017**

**Profit and Loss Account for the Period  
Ending 31<sup>st</sup> March 2017**

<b>Income</b>	<b>Notes</b>	<b>£ 2017</b>	<b>£ 2016</b>
Membership Subscriptions		46,025	40,647
Workshops and Seminars		4,953	1,563
<b>Total Income</b>	<b>1</b>	<b><u>50,978</u></b>	<b><u>42,210</u></b>
<b>Expenditure</b>			
Administration		16,695	12,500
Workshop and Seminars		4,217	911
Governance and Board		1,609	1,556
Meetings and Panels		1,920	3,005
Marketing		6,630	2,250
Office Expenses		3,718	3,333
IT & Web		2,307	1,664
Travel		3,414	3,414
<b>Total Expenditure</b>		<b><u>40,510</u></b>	<b><u>28,633</u></b>
<b>Surplus for the Period</b>		<b><u>10,468</u></b>	<b><u>13,577</u></b>
<b>Balance Brought Forward</b>		<b>1,546</b>	<b>(12,031)</b>
<b>Balance Carried Forward</b>		<b><u>12,014</u></b>	<b><u>1,546</u></b>

**Balance Sheet**  
as at 31<sup>st</sup> March 2017

		<u>2017</u>	<u>2015</u>
	Notes	£	£
<b>Fixed Assets</b>			
Furniture and Fittings	2	<u>881</u>	<u>1,025</u>
<b>Current Assets</b>			
Bank		595	-
Debtors		17,314	8,279
Other Debtors	3	-	-
<b>Total Current Assets</b>		<u>17,909</u>	<u>8,279</u>
<b>Current Liabilities</b>			
Amounts falling due within one year	4	<u>(6,776)</u>	<u>(4,688)</u>
<b>Net Current Liabilities</b>		<b>12,014</b>	<b>4,616</b>
<b>Creditors</b>			
Amounts falling due after one year	5	-	(3,070)
<b>Total Assets less Current Liabilities</b>		<u>12,014</u>	<u>1,546</u>
<b>Reserves</b>			
Accumulated Reserves		1,546	(12,031)
Profit and Loss Account		<u>10,468</u>	<u>13,577</u>
<b>Total Reserves</b>		<u>12,014</u>	<u>1,546</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) Ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small Companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the Board on 4<sup>th</sup> May 2017

*Adam Muckle*

*Tim Morris*

**A. Muckle**  
**President & Director**

**T. Morris**  
**Treasurer & Director**

**Date:** 4<sup>th</sup> May 2017

## 1. ACCOUNTING POLICIES

### Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

### Income

Income is included in the profit and loss account on the basis of amount receivable for the year.

### Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

### Depreciation

The rates of depreciation applied to the Association's assets are as follows:

Buildings	2%
Furniture and Fittings	25%
IT Equipment	33%

All depreciation is calculated on a reducing balance basis

## 2. Fixed Assets

	<b>2017</b>	<b>2016</b>
<b>Furniture and Fittings</b>		
<b>Cost</b>		
At 1 <sup>st</sup> April 2015	1,399	869
Additions	<u>150</u>	530
At 31 <sup>st</sup> March 2016	<b><u>1,549</u></b>	<b><u>1,399</u></b>
<b>Depreciation</b>		
At 1 <sup>st</sup> April 2015	374	88
Charge for the year	<u>294</u>	<u>286</u>
At 31 <sup>st</sup> March 2016	<b><u>668</u></b>	<b><u>374</u></b>
<b>Net Book Value</b>		
At 1 <sup>st</sup> April 2015	-	
At 31 <sup>st</sup> March 2016	<b><u>881</u></b>	<b><u>1,025</u></b>

<b>3. Other Debtors</b>	<b>2017</b>	<b>2016</b>
There are no other debtors	-	-
 <b>4. Creditors amounts falling due within one year</b>		
 <b>Loans</b>	<b>2017</b>	<b>2016</b>
S&S Partners Limited	1,500	1,070
Lenton & Associates Limited	-	1,030
 <b>Total</b>	<b><u>1,500</u></b>	<b><u>2,100</u></b>
 Trade Creditors	<b>4,886</b>	817
Bank	-	1,771
Deferred income	390	-
<b>Total</b>	<b><u>5,276</u></b>	<b><u>2,588</u></b>
 <b>Total</b>	<b><u>6,776</u></b>	<b><u>4,688</u></b>

- a) C.N.W. Sanders who owns S&S Partners Limited is a director of the company and has made a short-term loan to the company. Interest on this loan has been waived.
- b) Deferred income £390 is now due within one year but for completeness in respect of previous year comparisons please see note 5 below.

**5. Creditors amounts falling due beyond one year**

<b>Deferred Income</b>	<b>2017</b>	<b>2016</b>
<b>Subscriptions paid in advance</b>		
British Home Tutors	-	1,480
Enjoy Education	-	280
Fleet Tutors	390	750
Harrison Allen	-	280
Knowledge Seekers	<u>-</u>	<u>280</u>
 <b>Total</b>	<b><u>390</u></b>	<b><u>3,070</u></b>

**6. Taxation**

- a) The Association has been set up as a not for profit membership and confirmation has been received from HMRC that provided the professional activities undertaken by the Association are for the benefit of the members then the income from membership will be treated a "mutual" in nature and therefore not taxable. Profits on all commercial activities will be subject to corporation tax and the prevailing rate.

b) The Association has been approved by HMRC under section 344 of the Income Tax (Earnings and Pensions) Act 2003 as an approved body for the purposes of Members obtaining tax relief for members on their annual subscriptions.

c) The Association is registered for Value Added Tax.

**7. Going concern**

The results show an accumulated surplus of £12,014 (surplus £1,546, 2016) and can meet all its liabilities.

**8. Contingent Liabilities**

There are no contingent liabilities.

**9. Transactions with the Directors**

a) All services by Directors given in their capacity as Directors of the company and on the board, are honorary.

b) Travel expenses were paid in the year to S. Beeley in the sum of £188 (£968, 2016), C. Lenton in the sum of £634 (£293, 2016), A. Muckle in the sum of £133 (£124, 2016), and C. N. W. Sanders in the sum of £951 (£1,116, 2016) all of whom are or have served as directors of the company during the financial year.

c) Other services were provided by companies in which two of the directors had an interest. During the year fees of £18,000 (£12,000, 2016) were charged in respect of corporate governance, finance and administration services provided by Lenton & Associates Limited, in which C. T. Lenton, director of the company, is a director and fees of £6,500 (£2,250, 2016) were charged in respect of marketing services by S&S Partners Limited in which C. N. W. Sanders a director of the company, is a director.

**10. Not for Profit Company limited by guarantee**

The company is limited by guarantee and has no share capital. Each member's liability is limited to £1 (one pound). There is no distribution clause and members cannot benefit from the proceeds of any winding up.

**11. Membership**

Membership of the Association grew by 21% and as at 31<sup>st</sup> March 2017 was as follows:

	<b>2017</b>	<b>2016</b>
Fellow	7	8
Members	191	117
Associates	40	61
Corporate Members	147	141
Corporates Nominees	141	115
Corporate Affiliates	<u>21</u>	<u>10</u>
<b>Total</b>	<b><u>547</u></b>	<b><u>452</u></b>

## THE 2<sup>ND</sup> ANNUAL TUTORS' ASSOCIATION NATIONAL CONFERENCE 23<sup>RD</sup> October 2017

Join The Tutors' Association on **Monday, 23<sup>rd</sup> October, 2017** for a single day of learning, networking and professional development.

Set within London's incomparable **Barbican Centre** – home to the London Symphony Orchestra – the **2017 Tutors' Association National Conference** will be centred around the theme **Learning for All**, with over 200 delegates expected to attend.

The **Programme** and **Speakers** have been published. Topics such as Neuroscience; Who are the Generation Z; Developing a greater Understanding of SEND; Tips for your tutoring journey are just some of the many interesting subjects that will be addressed during the day.

To book a Delegate Pass or to take advantage of the special offer for 10 passes for Corporate Members and Non-Members and Sponsorship opportunities, visit:

**[TheTutorsAssociation.org.uk/NationalConference2017](http://TheTutorsAssociation.org.uk/NationalConference2017)**

Sponsorship Opportunities available. Please call +44(0)1628 890130 or email [ruth@thetutorsassociation.org.uk](mailto:ruth@thetutorsassociation.org.uk)

