

THE TUTORS' ASSOCIATION

Annual General Meeting 19th July 2016
The Court Room, Senate House,
The University of London, Malet Street, London WC1E 7HU
Commencing at 2.30pm



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Notice is hereby given that the 3rd Annual General Meeting of the Tutor's Association will be held at The Court Room, Senate House, University of London, Malet Street, London WC1E 7HU, meeting to commence 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 2nd Annual General Meeting held on 16th July 2015.
4. To receive the President's report on behalf of the board for the year ending 31st March 2016.
5. To receive the Treasurer's Report on behalf of the board for the year ending 31st March 2016.
6. To announce the composition of the board for the ensuing year 2016/2017.
7. General Members discussion
8. **Guest Speaker:** We are delighted to welcome David Levin who was Managing Director of United Learning's Independent Schools, Jan 2014 – August 2015, Headmaster of City of London School for Boys, 1999 – 2013, Chairman of HMC, 2010 to 2011, Previously Headmaster of the Royal Grammar School, High Wycombe and a Governor of Canford School and JAGS
9. Close 16.30

By order of the Board

Chris Lenton

**CT Lenton FTA, FCCA, FCIS, FCIM
Director & Secretary
16th June 2016**

**Minutes of the 2nd Annual General Meeting held on 13th July 2015 at Nutford House, The
University of London, Nutford Place London W1H 0LS**

Those Present:

Directors of the Association

Tom Maher FTA	President	British Home Tutors
Kate Shand FTA	Vice President	Enjoy Education
Steve Beeley FTA	Treasurer	Knowledge Seekers
Mylene Curtis FTA	Director	Fleet Tutors
Julie Harrison FTA	Director	Harrison Allen
Alexander Nikitich FTA	Director	Carfax Private Tutors
Dr Rosemary Russell MTA	Director	
Chris Sanders MA	Director	
Chris Lenton FTA, FCIS, FCCA	Director & Secretary	

Individual Members

Rebekah Bullen MTA	Director Elect
Louisa Gamon MTA	President Elect
Linda Copland ATA	Private Tutor
Adam Muckle MTA	Director Elect
Louise Ravenscroft MTA	Vice President Elect

Corporate Members

Oscar Ally ATA	Parch Hill
Huda Gay ATA	Tutor Doctor
Sophie Green MTA	Sophie Green Associates Limited
Fiona Hodgkins ATA	Didicimus Education
Lorraine Jaderberg ATA	Jaderberg Kraiss
Sue Laidlaw ATA	Laidlaw Education
Nathaniel McCullagh ATA	Simply Learning Tuition
Joanne Mitchell ATA	Lumos
Tim Morris ATA	Tutor Doctor
Julia O'Connor ATA	Number Works
Will Orr-Ewing ATA	Keystone Tutors
Natalie Verbo ATA	Firefly Education
Margaret Sweetland ATA	Home School Tutoring

Non Members

Omar Ali	Parch Hill
Dr Tim Hands	Vice Chair of the Headmasters' and Headmistresses' Conference and Head of Magdalen College School
Sophie Harris	Enjoy Education
Rosie Henderson	Carfax Private Tutors
Hamid Hashemi	Mayfair Consultants

Apologies for absence

Ryan Allen ATA	ROA Education
Joyce Batten ATA	Tutor Doctor Bromley
Peter Bradbury MTA	
Mark Butler ATA	Tutor Doctor Reading
Hanna Beyer MTA	
Greg Buchannan ATA	
Adam Caller ATA	Tutors International
Lucy Cawkwell ATA	Osborne Cawkwell
James Croft ATA	Pencil Sharp Limited
Nicholas Demopoulos MTA	
Jon Ellis ATA	Tutor Hub
Joanna Jacobs MTA	Leeds Tuition Centre
Rob Kerrison ATA	Tutor Doctor Cambridge
Martyn Lawrence MTA	Holsworthy Tuition
Mariana Larios ATA	
Denby Liddelow ATA	Excelr8 Learning
Joan Opie MTA	
Ambika Pindoria MTA	
Liz Pywell MTA	
Fazal Rana MTA	
Claire Shaw MTA	
Efstathios Stefanidis ATA	Phi Tuition
Margaret Sweetland ATA	
Hossein Tajbakhsh MTA	
Xanthe Wells MTA	
Simon Williams MTA	

Proceedings

AGM 01/15 Apologies for absence

Apologies for absence are noted in the attendance record above.

AGM 02/15 Approval of the Minutes of the 2nd AGM held on 16th July 2015.

The minutes of the 2nd Annual General Meeting held on 16th July 2015 were approved unanimously.

AGM 03/15 President's Address

The President welcomed everyone to the meeting and gave the following address:

“Tim, ladies and gentlemen, thank you for joining us today.

Today is our second AGM following our launch back in October 2013. At our inaugural AGM last year, we emphasised our commitment to transparency of governance. An integral part of this was the holding of elections last month, once we had a critical mass of members joining us. We have now completed our foundation phase.

We are pleased to announce that following the board elections that were held last month, Louisa Gamon has been elected as President and Louise Ravencroft and Clare Daykin as Vice Presidents. We would like to wish them and their colleagues on the new board the very best in their roles for the forthcoming year. As the outgoing President, I would also like to thank my colleagues on the outgoing board for all their work over the last 3 years.

I would like to cover two areas in today's address:

- 1) Review the progress we have made to date and
- 2) Take advantage of our guest speaker's presence to discuss some wider issues around tutoring and how it is perceived outside the profession.

So a combination of organisational navel-gazing to commence with, and then we can turn to wider matters relating to the tutoring profession.

The Evolution of the Association To-Date

Since our launch less than two years ago, the way in which we interact with each other within the tutoring profession has changed quite a bit; many bridges have been built, relationships forged and tutoring practitioners have got more accustomed to meeting up face-to-and learning from each other's experience. Over 100 tutoring companies have now joined the Association, including online companies and study centres. So there has been significant progress made on becoming more fully representative of the supplementary education profession.

That said, the involvement of individual tutors - who are estimated to provide around 90 per cent of the tutoring that takes place in the UK - has not been as extensive as we would have liked. Indeed, the magazine *Private Eye* described TTA some months ago as “an industry lobby group”.

To be fair, if one had taken just a static picture of the organisation at that time, that misrepresentation would be understandable. But the situation was, and is, far from static and I'm delighted to report that following the elections last month, 5 of the 9 board members will now be individual tutors.

Indeed, the president and vice presidents for the forthcoming year will be individual tutors and we hope to use the next 12 months to get around the regions and really reach out to the engine-room of our profession –individual tutors whether they be retired or part-time teachers or young graduates committed to the tutoring profession.

Part of this *engagement* are our plans for an Annual Tutoring & Supplementary Education Awards to commence in spring 2016 hopefully. The Good Schools Guide has already agreed to join our panel that is organising this and we are in consultations with sponsors.

Tutoring companies still have a crucial role to play within the Association, but our focus over the next twelve months will turn increasingly to the recruitment of individual tutors, so that the make-up of our membership continues to develop in line with the make-up of the profession at large. What is certain is that any depiction of the Association as being exclusively for tutoring companies is a dated one. The elections also underline our commitment to not only to an open and democratic path but also to ensuring that the Association is not “captured” by commercial operators - something which can all too easily happen with these types of initiatives.

Like any growing organisation we will need to continue to develop internal bridge-building initiatives so that certain constituencies do not become disenchanted. One idea we have discussed briefly in the last month since the election is that all corporate members would automatically become enrolled as members of a subsidiary trade association, the British Tutoring Federation (BTF) that would focus on commercial matters: for instance, trade promotion, lobbying for the abolition of VAT on tuition and streamlining the cumbersome bureaucracy of the DBS system. That is something we can all discuss further over the coming months.

But this would be a separate body. We are determined to maintain a clear distinction between the membership body that is the TTA and any trade association that may also emerge following these discussions.

In summary, the next stage of the Association’s development will involve reaching out to individual tutors through targeted support and regional get-togethers while at the same time ensuring that the needs of tutoring companies are catered for as well. We are optimistic this can be done but as ever it will require people to be willing to listen and be pragmatic - qualities the new board have in abundance.

External Bridge-Building and The Wider Narrative

Let me now turn to wider issues. We are delighted that Tim has agreed to join us. Indeed, his presence is very timely given the recent negative comments about tutoring made in the Sunday Telegraph by some head teachers.

Our policy when dealing with such stories is three-stranded: first, we write to the newspaper addressing any factual inaccuracies that need correcting; secondly, we offer to meet the journalists themselves to try and ensure fair-comment in future; and thirdly we try to meet the actual protagonists, be they school heads, union officials or whoever so that we can engage in debate around the issues they raise or the perceptions that they have.

This is a patient approach designed to establish long term mutual trust. This will take time and will involve a fair amount of mature, mutual listening. Some elements of the press might prefer a more polarised and combative approach as it can be more “newsworthy”. Indeed, a producer on Radio 4's You and Yours recently said to me “Tom – you sound very mild-mannered”. There was an element of disapproval in her tone.

We would like to see a mature ongoing dialogue between our profession and schools, not least because the overlap and level of co-operation between schools and the tutoring profession is already considerable. Many tutors such as myself were, or still are, classroom teachers. Many schools actively contact us to help out in certain areas, and with the increased importance of the pupil premium, the level of co-operation is now becoming even more extensive. The truth is that the tutoring profession and schools can, and in many cases already do, have a positive relationship. So I am a bit baffled by the blanket hostility sometimes shown towards tutoring from some school heads.

I believe that the antagonistic atmosphere engendered - albeit by a minority - does nobody any favours, and as an Association, we would like to have the chance to discuss both the substance and the perception that lies behind these views. In fact, that is our one and only request at this stage, that our Association meet and exchange our views with Schools' Associations such as HMC and hear what each other has to say. I am not intending to use this address to enter detailed debate at this stage, but rather reiterate our request for an ongoing dialogue.

What I would say is that in my 20 years of being actively engaged in tutoring, the narrative regarding tutoring and supplementary education has evolved somewhat:

My first recollection comes from the mid 1990's, when the Sunday Telegraph (under the then editorship of Dominic Lawson) began to take an interest in the growing prevalence of tutoring. The Sunday Telegraph's central tenet back then was a fairly simple one: that tutoring reflected “a flight from the deteriorating quality of teaching in state schools”. A thesis then taken up by the Sun's Trevor Kavanagh. This is emphatically not the view of the Association, and I would appeal to school representatives that you allow us to write our own narrative and not allow tendentious coat-trailers in the media to do it for us.

The fact that the desire for tutoring has, in most cases, little or nothing to do with the quality of teaching in schools is further reinforced by my own experience. At that time in the 1990's, it just so happened that I was making my living from tutoring A Level economics mainly to pupils from Eton and Westminster - Lawson's alma mater, ironically. It was clear to me back then that the quality of teaching at my tutees' schools was nothing short of superb.

One of the economics teachers at Westminster for instance, Russell Dudley Smith was a prominent examiner with Edexcel who actually trained me in the syllabus and how to approach exam questions. While Geoff Riley at Eton was renowned for the quality of his support materials for economics and other subjects which then developed into the renowned website Tutor2U - a fantastic resource. Independent of my own experience, Professor Judy Ireson of the Institute of Education, our guest speaker at last year's AGM, demonstrated through her research that pupils from top independent schools were just as likely to receive tuition as those in the maintained sector.

Yet even as the tutoring and supplementary education sector has grown worldwide into a 120-billion-pound industry, the *leitmotif* that demand for tutoring and supplementary education somehow reflects a rejection of flawed mainstream schooling has somehow persisted. Not only is this mistaken, but its persistence has actively prevented an accurate and sympathetic understanding of why more pupils are seeking supplementary tuition nowadays.

It is, in fact, rare for parents to cite criticism of the school or the classroom teaching as a reason for requesting a tutor. The most common reasons are: their family have moved to the UK and they need to adjust to the system; their children missed classes through illness and need to catch up; they are weak at a certain subjects and need extra support; they have mild dyslexia and are struggling with confidence; and yes there are tutors who help with entrance to selective schools and this in my view receives a disproportionate amount of media attention. Indeed, I have come to believe if you want to get your point about tutoring published in the media one needs to insert the word "Eton" or "Kent Grammar" somewhere and you'll be published.

Another often-quoted reason for tutoring is the emergence of pushy parents. The journalist, Tanith Carey has featured prominently in this argument and her thesis is that parents have become increasingly neurotic and pushy, a phenomenon she says we are importing from the Far East. Nobody disputes that there are tiger mums and dads out there. Some of us who run West London tutoring companies will perhaps recall a proud American father (in IT) writing to us saying that he wanted "a tutoring support program to help (his then) two and half year-old son become Governor of the Bank of England". He helpfully added, that it would "involve a significant commitment from the tutor but he and his wife had discussed it and were fully on board". How reassuring!

Clearly there are some pushy and neurotic parents out there. But we believe that they are a very small minority. Most of those who get in touch with us are calm, discerning, educated people who place the education of their children as a high priority. In fact, what has perhaps surprised me most (as someone from a rather modest background) is how parents who really have no financial worries whatsoever for their children, place such a high value on their children's education.

However, this surely is a positive thing. It suggests a realisation that there is more to life than gold-taps and relentless shopping.

Ms Carey asserts that the UK tutoring industry is commercially aggressive in the same way as occurs in the Far East. She cites the Japanese company Kumon as an example, and refers to the fact that Kumon claim to tutor 70,000 pupils in the UK. Let's at least put that in perspective; if we assume that around 2 million pupils in the UK receive some form of tutoring at any one time this amounts to a third of one per cent.

She cites one UK Company, Explore Learning, which frankly is a lot smaller than Kumon and is around one seventh of the size of Kumon. So the idea that there are big multinational tutoring companies out there foisting tuition on pupils' is not supported by the evidence.

We also sometimes stand accused of 'creating the demand' for tutoring and whipping up parental panic. I am sorry to reveal it, but UK tutoring companies are very small businesses indeed and it is estimated that almost 90 per cent of tutoring is delivered by individual freelance tutors in any case. The amount they spend on advertising is miniscule. If you really want to see large commercially assertive companies, look to the concentrated video games industry and their advertising and marketing budgets by way of contrast and then you quickly realise what commercialism really looks like. Indeed, the video games industry's ability to reduce pupils' attention spans and turn a generation of people in to fidgeting juveniles is a genuine concern but rarely gets a mention – perhaps because the firms in this industry really do spend serious money on advertising. Tutoring is growing not because the profession is selling itself but because its customers want to buy what it provides.

It will be interesting to hear what our guest speaker might have to say regarding all this. Indeed, he might take a different view. All I can say, is that from our perspective, parents looking for tutors, come across as educated, discerning and rather level-headed. They are responding to their inner sense of priorities and values rather than the blandishments of an aggressive, commercial, exploitative industry.

The growth of tutoring should also be seen in the context of wider lifestyle changes: people are more geared towards self-help and engaging in supplementary provision in all sort of ways wherever they can. People supplement their diet, they cross-check their GP's advice on the internet and increasingly look for individually tailored treatment. A population where half of adults have university degrees and access to the internet will not be deferential to expertise whether it be from medics, lawyers, dentists or mainstream educators.

And finally, no matter how much we level-up standards and attainments; there is no getting away from the fact that it is relatively higher performance that ultimately differentiates people. It is hard to prevent "Quality education" from being perceived as what economists describe as a "positional good" i.e. its desirability is enhanced by its exclusiveness. There is no greater driving force for this exclusiveness than the cachet associated with Ivy League universities, Oxbridge, Russell Group Universities, the Eton Group of Schools etc.

Indeed, it is often the reverence that parents have for schools and mainstream institutions and the shortage of places (and here we are back to relative performance), that drives demand for tutoring and supplementary education not a recoil from mainstream education as such.

While tutoring is an old profession, there is something very new clearly happening in terms of the extent to which tutoring is now happening worldwide. Like anything that is growing rapidly, we need to be vigilant and there will be developments we should be encouraging and some we should be discouraging. And that is one of the reasons why the TTA was founded and why it is now an important part of the tutoring picture. We are there to take a position on both the healthy and the unhealthy aspects of growth. For example, an unhealthy dependency on tutoring is something our Association discourages. Plagiarism is another. On the positive side, we want to underpin standards in our profession. For example, we believe that parents have the right to expect that any tutor they employ:

- has committed to professional standards by signing up to a code of conduct
- presents no known risk to their child by having been successfully DBS checked
- has proven their competence by providing testamentary evidence of the successful completion of tutorial engagements

And certainly we all want to encourage pupils whether they be children or adults to be intellectually curious and rounded people. In that sense, schools, and our Association share a common objective. If I can reiterate just one thought today it is this: at this stage, our Association wants to engage and listen to what other stakeholders have to say. We do not pretend to know everything and today is a great opportunity to listen to a very experienced and highly articulate schools' representative. Before I introduce you to our guest speaker may I also just take this opportunity to thank you for your support while I was President over the last two years."

AGM 04/15 To receive the President's report on behalf of the board for the year ending 31st March 2015

The President referred members to the report on the annual report and accounts previously circulated which mirrored many of the points made in his address to members. He advised members that a number of the founding directors were standing down at this AGM and thanked them for the hard work, time, energy and effort that they had given since the Associations creation. They were Mylene Curtis, Julie Harrison, Alexander Nikitich and Dr Rosemary Russell. A new board had now been elected following the first full elections of the association and the President felt that this new board would provide the impetus the Association needed to succeed.

He advised members that he was standing down as President at the end of the meeting and welcomed the elections of the new President Louisa Gamon and the Vice Presidents, Louise Ravenscroft and Dr Clare Daykin.

The report was received unanimously.

AGM 05/15 To receive the Treasure's report on behalf of the board for the year ending 31st March 2015

The Honorary Treasurer referred members to his report his report previously circulated and commented that "the Association, whilst still in overall deficit, expected to be in surplus the following year. Great progress had been made throughout the year and the Association was growing steadily. No organisation can be successful without good leadership and commitment from the top and we were privileged to be led by Tom Maher as President for the last two years who stands down today. He has done an excellent job leading the Association and has been able to unite the various segments of our profession behind the objectives of the Association. Tom has done a great job and I want you all to join me in thanking him for his tremendous contribution throughout his time on the board."

"No report would complete without thanking our Secretary Chris Lenton for his work in running the Association we are truly indebted to him."

The Treasurer's report was received unanimously.

AGM 06/15 The Composition of the board for the ensuing year 3015/16

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

Louisa Gammon MTA	President
Louise Ravenscroft MTA	Vice President
Dr Clare Daykin MTA	Vice President
Steve Beeley FTA	Treasurer
Rebekah Humphrey-Bullen MTA	
Adam Muckle MTA	
Kate Shand FTA	
Chris Sanders MA	
Chris Lenton Secretary	

AGM 06/15 Dr Tim Hands

The President introduced the guest speaker, Dr. Tim Hands who addressed the meeting.

The meeting concluded at 3.50 pm.

Chris Lenton

Chris Lenton FTA, FCCA, FCIS, FCIM
Director & Secretary
13th July 2015

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

Directors

S. Beeley FTA	
M. Curtis FTA	Resigned 13 th July 2015
Dr. C. Daykin MTA	Appointed 13 th July 2015, resigned 12 th February 2016
L. Gamon MTA	Appointed 13 th July 2015, resigned 5 th October 2015
J. Harrison FTA	Resigned 13 th July 2015
R. Humphrey-Bullen	Appointed 13 th July 2015, resigned 13 th September 2015
C. T. Lenton FTA	
T. Maher FTA	Appointed 2 nd November 2015, resigned 17 th March 2016
A. Muckle MTA	Appointed 13 th July 2015
A. Nikitich FTA	Resigned 13 th July 2015
J. O'Connor ATA	Appointed 3 rd March 2016
W. Orr-Ewing ATA	Appointed 3 rd March 2016
L. Ravenscroft MTA	Appointed 13 th July 2015, resigned 14 th September 2015
Dr. R. Russell MTA	Resigned 13 th July 2015
C. N. W Sanders MA	
K. Shand FTA	

Secretary and Registered Office

C. T. Lenton FTA, FCIS, FCIM, FCCA
15 Bencombe Road
Marlow, Bucks, SI7 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 31st March 2016.

Review of Activities

A significant amount has been achieved by The Tutors' Association in the past year, with a self-awareness that there is more to achieve. We are now on a stable financial footing, an important turning point as the Association moves out of its foundation phase.

Much work has been invested by a range of individual and corporate members in the publication of our Membership Standards document. This voluntary guide can be a focus for members in developing best practice and serve as a useful tool to help new tutors establish themselves.

With the formation of a CPD Panel from our membership, we have started to host events for the professional development of tutors. This has empowered members to host or cohost their own events, with the sponsorship and support of the Association where appropriate.

We keep our membership benefits under constant review. Alongside various discount offers, members have found the legal and insurance benefits especially helpful; with tuition being a self-employed role, it can often seem a solitary, self-reliant existence with seemingly little by way of professional advice or protection. It is, therefore, our intention to extend this kind of financial support benefit to include advice on matters such as pension-planning and mortgages.

We value the participation of our members highly and appreciate their willingness to give their time and energy; I wish to thank each one of those who have done so already. Since the democratisation of the Association, a number of those who stood for election last summer have since resigned. I wish to thank our former President Tom Maher, who was temporarily coopted back, for taking the helm to provide much needed experience and stability to the Board. Upon his departure, I coopted two further members, Will Orr-Ewing and Julia O' Connor, for similar reasons, as we approach a further round of elections of new directors.

Finally, the tenure of directors Steven Beeley and Kate Shand is drawing to a close. On behalf of the membership, I wish to thank them for their dedication and support in founding the initial course for the Association and wish them 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 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.
- 5) 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.

Clearly there was a need for a recognised set of standards and a code of ethics both of which the Association has prepared following a wide consultation. These codes are available as a download from the Association's website www.thetutorsassociation.org.uk.

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:

- The Ethics and Disciplinary Committee
- Professional Standards Working Group
- Continuous Professional Development and Meetings
- Marketing, Communications and Membership Benefits
- Strategy and Planning
- National Conference
- National Awards

Constitution and Governance

The Board

2015 saw the first elections to the board producing six new members. Those members that served on the board this financial year are as follows:

Member	Office	Board
A. Muckle MTA	President	Appointed 13 th July 2015, elected President on 3 rd March 2016
L. Gamon MTA	President	Appointed and elected President on 13 th July 2015, resigned both positions on 5 th October 2015
T. Maher FTA	President	Resigned on 13 th July 2015, reappointed on 2 nd November and resigned on 17 th March 2016

Member	Office	Board
L. Ravenscroft MTA	Vice President	Appointed and elected Vice President on 13 th July 2015, resigned both positions on 14 th September 2015
Dr. C. Daykin MTA	Vice President	Appointed and elected Vice President on 13 th July 2015, resigned both positions on 12 th February 2016
A. Nikitich FTA	Vice President	Resigned and stood down as Vice President on 13 th July 2015
K. Shand FTA	Vice President	Stood down as Vice President on 13 th July 2015
S. Beeley FTA	Treasurer	
C. T. Lenton FTA	Secretary	
M. Curtis FTA	Director	Resigned 13 th July 2015
J. Harrison FTA	Director	Resigned 13 th July 2015
R. Humphrey-Bullen	Director	Appointed 13 th July 2015, resigned 13 th September 2015
J. O'Connor ATA	Director	Appointed 3 rd March 2016
W. Orr-Ewing ATA	Director	Appointed 3 rd March 2016
Dr. R. Russell MTA	Director	Appointed 11 th December 2014, resigned 13 th July 2015
C. N. W Sanders MA	Director	

Elections and Officers of the Association

Following the elections in 2015 the following members were elected to the board:

S. Beeley FTA, Dr. C. Daykin, L. Gamon MTA, R. Humphrey-Bullen MTA, A. Muckle MTA, L. Ravenscroft MTA and K. Shand FTA. They all took office following the close of the Annual General Meeting on 13th July 2015. Of those directors newly elected in 2015, a number felt unable to continue on the board and stood down before completing their full term of office. I would like to thank them for standing for election and for the contributions they have made to the future of the Association. The Board recently co-opted two members on to the board to fill the vacancies and we are pleased to welcome W. Orr-Ewing and J. O'Connor to the board.

President

T. Maher stood down as President on 13th July 2015 and was succeeded by L. Gamon. She in turn stood down as President on 5th October and was succeeded by T. Maher on 2nd November until 3rd March 2016 when A. Muckle was elected as President.

Vice Presidents

A. Nikitich and K. Shand stood down as Vice Presidents following the Annual General Meeting on 13th July 2015 and were succeeded by L. Ravenscroft and Dr. C. Daykin who stood down on 14th September 2015 and 12th February 2016 respectively.

By order of the Board

Adam Muckle

A. Muckle MTA

President of the Association & Director

Date: 26th April 2016

Honorary Treasurer's Report

Overview

The Association has now cleared its deficit which on its formation exceeded £40,000. The surplus for the year of £13,577 has brought our reserves into surplus in the amount of £1,546. As your Treasurer, in my final year of office, I am delighted that the Association has turned this corner and feel that it will now go on from strength to strength and be in a much better position to finance its development. I have completed an audit of the accounts and the accounting systems and I am satisfied that the accounts as published here give a true and fair view of the Association's position as at 31st March 2016.

Income and Expenditure

Income for the year was £42,210 (£30,848 2015) with costs of £28,633 (£21,609, 2015) producing a surplus of £13,577 (£9,239, 2015).

Going Concern

The results show an accumulated surplus of £1,546, (deficit £12,031 2015). For the purposes of s213 and s214 of the Insolvency Act 1986, the company is solvent and is supported by its Directors who have underwritten the bank overdraft up to a limit of £3,000. The Directors have underwritten the liabilities of the company and remain its only creditors.

Outlook

The Directors approved a new operating plan for 2016 which is currently being implemented. The Directors and I are confident that during the forthcoming year the Association will produce further surpluses and with a significantly larger membership. It is the Board's intention to build our reserves whilst improving membership engagement.

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.

Steve Beeley

S. Beeley FTA
Honorary Treasurer

Date: 26th April 2016

**Profit and Loss Account for the Period
Ending 31st March 2016**

	Notes	£ 2016	£ 2015
Income			
Membership Subscriptions		40,647	30,848
Workshops and Seminars		1,563	-
Total Income	1	<u>42,210</u>	<u>30,848</u>
Expenditure			
Administration		12,500	9,227
Workshop and Seminars		911	-
Governance and Board		1,556	1,506
Meetings and Panels		3,005	3,639
Marketing		2,250	1,750
Office Expenses		3,333	1,228
IT & Web		1,664	930
Travel		3,414	3,329
Total Expenditure		<u>28,633</u>	<u>21,609</u>
Surplus for the Period		<u>13,577</u>	<u>9,239</u>
Balance Brought Forward		(12,031)	(21,270)
Balance Carried Forward		<u>1,546</u>	<u>(12,031)</u>

Balance Sheet
as at 31st March 2016

		<u>2016</u>	<u>2015</u>
	Notes	£	£
Fixed Assets			
Furniture and Fittings	2	<u>1,025</u>	<u>781</u>
Current Assets			
Bank		-	-
Debtors		8,279	2,396
Other Debtors	3	-	<u>465</u>
Total Current Assets		<u>8,279</u>	<u>2,861</u>
Current Liabilities			
Amounts falling due within one year	4	<u>(4,688)</u>	<u>(10,133)</u>
Net Current Assets (Liabilities)		<u>4,616</u>	<u>(7,272)</u>
Creditors			
Amounts falling due after one year	5	(3,070)	(5,540)
Total Assets less Current Liabilities		<u>1,546</u>	<u>(12,031)</u>
Reserves			
Accumulated Reserves		<u>(12,031)</u>	<u>(21,270)</u>
Profit and Loss Account		<u>13,577</u>	<u>9,239</u>
Total Reserves		<u>1,546</u>	<u>(12,031)</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 26th April 2016

Adam Muckle

Steve Beeley

A. Muckle
President & Director

S. Beeley
Treasurer & Director

Date: 26th April 2016

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

	2016	2015
Furniture and Fittings		
Cost		
At 1 st April 2015	869	-
Additions	<u>530</u>	<u>869</u>
At 31 st March 2016	<u>1,399</u>	<u>869</u>
Depreciation		
At 1 st April 2015	88	-
Charge for the year	<u>286</u>	<u>88</u>
At 31 st March 2016	<u>374</u>	<u>88</u>
Net Book Value		
At 1 st April 2015	-	
At 31 st March 2016	<u>1,025</u>	<u>781</u>

3. Other Debtors	2016	2015
HMRC VAT	-	<u>465</u>
4. Creditors amounts falling due within one year		
Loans		
S&S Partners Limited	-	975
Lenton & Associates Limited	<u>-</u>	<u>5,900</u>
Total	-	6,975
Trade Creditors	2,917	502
Bank	1,771	2,310
Accruals	-	466
Total	<u>4,688</u>	<u>3,258</u>
Total	<u>4,688</u>	<u>10,233</u>

C.N.W. Sanders who owns S&S Partners Limited and C. T. Lenton who owns Lenton & Associates Limited are both directors of the company had made short term loans to the company which have been repaid. Interest on both these loans has been waived.

5. Creditors amounts falling due after one year

Deferred Income	2016	2015
British Home Tutors	1,480	1,840
Carfax Private Tutors	-	640
Enjoy Education	280	640
Fleet Tutors	750	1,140
Harrison Allen	280	640
Knowledge Seekers	<u>280</u>	<u>640</u>
Total	<u>3,070</u>	<u>6,500</u>

The following members have paid their subscriptions in advance. T. Maher has an interest British Home Tutors, K. Shand in Enjoy Education, M. Curtis in Fleet Tutors, J. Harrison in Harrison Allen and S. Beeley in Knowledge Seekers.

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 £1,546 (deficit £12,031 2015) and can meet all its liabilities. With regard the previous year for the purposes of s213 and s214 of the Insolvency Act 1986, the company is supported by its Directors who have paid their subscriptions in advance to the company (note 5 above refers) to finance the Association in its development. In addition, the directors have underwritten the bank overdraft up to a limit of £3,000.

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 £968, (£1,129, 2015), Dr R Russell in the sum of £140 (£314, 2015), C. Lenton in the sum of £293 (£247, 2015), A. Muckle in the sum of £124 (£0, 2015), C. Daykin £160 in the sum of (£0, 2015), L. Ravenscroft in the sum of £261 (£0, 2015), R. Russell in the sum of £140 (£0, 2015), R. Humphrey-Bullen in the sum of £72 (£0 2015) and C. N. W. Sanders in the sum of £1,116 (£230, 2015) 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 £14,000 (£12,000 2015) were charged in respect of corporate governance, finance and administration services by Lenton & Associates Limited, in which C. T. Lenton, director of the company, is a director and fees of £2,250 (£975 2015) 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. 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).

11. Post balance sheet events

There are no post balance sheet events.

12. Membership

Membership of the Association at 31st March 2016 was as follows:

	2016	2015
Fellow	8	9
Members	117	77
Associates	61	40
Corporate Members	141	100
Corporate Affiliates	<u>10</u>	<u>5</u>
Total	<u>337</u>	<u>231</u>

Corporate Members represent the tutors they retain and it is estimated that the individual population of the tutoring profession contained within the membership is currently in excess of 20,000 people.

Lewis Chambers

INDEPENDENT FINANCIAL ADVISERS
Incorporating Hallam Smith & Associates

We are pleased to be associated with the Tutors' Association and the Tutoring Profession. We offer comprehensive financial planning in all aspects of personal and business finances. Planning and helping to visualise the financial aspirations for yourself, your family and your dependants is important to all of us. There are many areas to consider, and when you are fully committed to your business and home life, it is sometimes difficult to keep your affairs fully up to date. We are pleased to be able to offer advice and guidance in the following areas:

- Investment advice
- Pension advice
- Tax planning
- Protection

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