

**SCOTTISH WIDER ACCESS PROGRAMME SCIO
SCOTTISH CHARITY NO - SC048288**

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR TO 30TH APRIL 2020

SCOTTISH WIDER ACCESS PROGRAMME

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Scottish Wider Access Programme (West) SCIO
Report of the trustees for the period 1st May 2019 to 30th April 2020

The trustees present their report with the financial statements of the charity for the period 1st May 2019 to 30th April 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issues in March 2005.

Reference and Administrative Details

Registered Charity number SC048288

Principal address
123 Flemington Street, Glasgow G21 4TD

Trustees
Office Bearers
Neil Croll (chair)
Julie Maxwell (vice chair)
Myra Sisi (secretary)

The following were elected trustees at the AGM of the SCIO on the 6th December 2019 as representatives of the Members

Eleanor Wilson – Glasgow Caledonian University
Neil Croll – University of Glasgow
Marcus Ross – The University of the west of Scotland
Shona Barrie – University of Stirling
Stephanie McKendry – University of Strathclyde
Julie Maxwell – Ayrshire College
Laura Webster – Dumfries & Galloway College
John Rafferty – Glasgow Clyde College
Robin Ashton – Glasgow Kelvin College
Carolyn Laird – New College Lanarkshire
Myra Sisi – South Lanarkshire College
Cathy MacNab – West College Scotland

Accountant
Kristina Bowie
Chartered Certified Accountant
18 Ledi Road Glasgow G43 2AJ

Bankers
Clydesdale Bank plc
Ingram Street Glasgow

Members:	Glasgow Caledonian University	Scottish Rural University College
	University of Glasgow	Glasgow Clyde College
	The University of West of Scotland	
	University of Stirling	Glasgow Kelvin College
	University of Strathclyde	New College Lanarkshire
	Ayrshire College	South Lanarkshire College
	City of Glasgow College	West College Scotland
	Dumfries and Galloway College	

Structure, Governance and Management

The charity operates under the name Scottish Wider Access Programme (West) SCIO. The charity is a Scottish Charitable Incorporated Organisation. The Charity is governed by its Constitution, which was formally adopted at the first partnership meeting, on 7th December 2018.

The charity continues the work of the Scottish Wider Access Programme (West and Central Scotland Consortium) which has provided access programmes since 1987.

Assets and liabilities

Scottish Wider Access Programme (West) SCIO (referred to as SWAPWest) agrees an annual subscription with members. The subscription value was set at the AGM on 6th December 2019. Project work was implemented for the Scottish Funding Council (SFC). The funding is for the period 1st August 2018 to 31st July 2020. Additional funding has been secured from SFC for the period 1st August 2020 to 31st July 2021.

Funding has been received to deliver two Erasmus plus partnerships the FETI and MASTER projects, funded by the European Union.

The SWAPWest office is hosted by Glasgow Kelvin College as an in-kind donation. Human resources and pay roll facilities are kindly provided by City of Glasgow college for the Director and two development officers. The printer contract is with NCS Scotland.

Organisational Structure

All major operating decisions are decided by the trustees and day to day management has been delegated to the Director. All members are represented in executive, curriculum and coordinator groups to guide and inform the decisions made by Trustees. During the report period the coordinators from all partners met once, the science curriculum group twice, nursing curriculum group twice, primary education curriculum group once and the childhood practice curriculum group once.

Risk Management

The trustees examined the major strategic business and operational risks which the charity faces and confirms that systems in place enable regular reports to be provided so that necessary steps can be taken to minimise any potential risks. The impact of COVID 19 in March 2020 was considered by the executive group. SWAPWest being able to maintain operations by moving to home working. Member subscriptions and project work being implemented fully.

Objectives and Activities

The charitable objectives as stated in the charitable constitution of The Scottish Wider Access Programme (West) SCIO (hereinafter referred to as SWAPWest) are to promote the advancement of adults into education, with a focus on adults from widening access backgrounds, by means of access programmes specifically tailored to enable them to progress onto higher education. In furtherance of this purpose we may/shall:
Work with colleges and universities to promote the education of adults and to work with and alongside other organisations committed to adult education.

Provide accessibility of educational opportunities for adults to move in to higher education by means of coherent, effective pathways and quality programmes.

Promote the success of SWAP students and develop their talents to help SWAP's work in widening access to education.

Highlight social justice and work with wider initiatives to promote equality and diversity within further and higher education.

Achievement and Performance

In the academic year **2018 – 2019**, there were 58 programmes in Access to Humanities, Science & Technology, Nursing, Health Studies, Childhood Practice and Medical Studies offered by College partners. 1155 students provided SWAPWest with registration and completion data. Numbers increased from the previous year due to planned developments across childhood practice, science and nursing. Increase in students was in Dumfries, Lanarkshire and Ayrshire.

SWAPWest monitors success using a wide range of widening participation indicators. For students enrolling on the programme:

1. Scottish Index of Multiple Deprivation – 45% of enrolled students came from the 20% most deprived communities of Scotland. 44% of completed students came from SIMD20.
2. First in family to enter Higher Education – 82% of students enrolled.
3. No qualifications at SCQF level 6 – 82% of students enrolled.

915 (75%) students completed their programmes. From that 654 students progressed to an university degree, 213 to an HNC at college and a further 42 students to another college course.

In the academic year **2019 – 2020** there were 1210 students enrolled with full information. In addition, a further 18 students participated in a pilot programme at Argyll College and a pilot community Childhood Practice programme at Ayrshire college running in Girvan.

SWAPWest monitors success using a wide range of widening participation indicators. For students enrolling on the programme:

1. Scottish Index of Multiple Deprivation – 43% of students came from the 20% most deprived communities of Scotland.
2. First in family to enter Higher Education – 86% of students.
3. No qualifications at SCQF level 6 – 82% of students.
4. 11% of our students are from a BME background
5. 16% have a disclosed disability, mainly mental health issues.

While out-with the formal reporting period, 934 students completed the programme in summer of 2020. This was 77%, consistent with the completion rate of the previous academic year.

Promote the success of SWAP students

The STAY project (successful transitions and you) provided a range of additional resources for students progressing with their higher education. The project utilised the student voices and student experience to highlight support packages available at our university partners. In addition, SWAPWest continues to work with a student network of former students who provide support and guidance online to students.

The partnership for education project worked across 3 main areas. First with Focuswest, considering the impact on parents within schools. Resources were developed for the focal point web site. Hearing from SWAP parents on the benefits of education on their children.

Worked with Ayrshire college and South Ayrshire council to develop a childhood practice programme delivered in Girvan community centre. Programme started in February with student due to complete in December 2020.

An access to engineering programme for senior school pupils was developed with Strathclyde University engineering academy, New College Lanarkshire and South Lanarkshire Council. The programme is run over 2 years S5 and S6 providing an opportunity for pupils who will not be able to progress to Strathclyde University solely on their higher results. The project involves students studying a SWAP based model across school and college. Of the 16 pupils who started, 15 have progressed to the second year.

SWAPWest contributes to a number of Scottish Funding Council groups looking at access provision and veterans.

Financial Review

Reserves policy

The charity's policy on reserves is to hold sufficient funds in reserve to ensure the charity's ability to fulfil its charitable objectives

Principal funding sources

Principal funding during the year came from member subscriptions - £30,806 and the Scottish Funding Council (SFC) - £120,000. The highest expense during the year was SWAPWest staff whose continued support and effort allowed the charity to pursue activities to further objectives. The cost amounted to 90% of the overall costs incurred.

Statement of Trustees Responsibilities

Charity law requires the Trustees to prepare accounts for each financial period which give a true and fair view of the state of affairs of SWAPWest and of the income and expenditure of SWAPWest for the period. In preparing these accounts, the Trustees are required to:

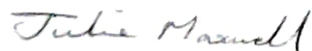
- (a) select suitable accounting policies and then apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) prepare the accounts on the going concern basis unless it is inappropriate to presume SWAPWest will continue to operate.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of SWAPWest and to enable them to ensure that the accounts comply with the Charities SORP 2005.

They have general responsibility for taking such steps as are reasonably open to safeguard the assets of SWAPWest and to prevent and detect fraud and other irregularities.



Neil Croll



Julie Maxwell

Trustees

Date: 11th December 2020

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Independent examiner's report

I report on the accounts of the charity for the year to 30th April 2020 which are set out on pages 7 to 11

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the Act to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements :
to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations have not been met or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Kristina Bowie FCCA

18 Ledi Road Glasgow, G43 2AJ
11/12/2020

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Receipts and Payments Account for the Year to 30th April 2020

	Notes	Unrestricted Funds £	Restricted Funds £	30.4.20 Total Funds £	30.4.19 Total Funds £
Receipts					
Donations (opening bank balance - transfer from unincorporated entity)				-	108,685
Members' Contributions	2	30,806	-	30,806	27,105
Other Grants (Feti)	3		2,214	2,214	-
Other Grants (Master)	3		21,717	21,717	-
Grants (Scottish Funding Council)			120,000	120,000	80,000
Total receipts		30,806	143,931	174,737	215,790
Payments					
Cost of charitable activities	4	19,921	145,701	165,622	117,966
Governance costs	5	2,225	-	2,225	2,000
Total Payments		22,146	145,701	167,847	119,966
Excess of Receipts over Payments		8,660	(1,771)	6,890	95,824
Transfer between funds		-	-	0	0
Excess of Receipts over Payments		8,660	(1,771)	6,890	95,824

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Statement of Balances - as at 30 April 2020

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Opening cash at bank	104286	-8463	95,823	0
Movement in year:				
Excess of Receipts over Payments	8660	-1771	6,890	95,824
Closing cash at bank	<u>112946</u>	<u>-10234</u>	<u>102,713</u>	<u>95,824</u>
Assets				
Grant Receivable (Restricted Funds)			0	40,000
Liabilities				
Independent Examiner			1,300	1,200

The accounts were approved by the Trustees on 11 December 2020 and signed on their behalf by:


 _____ Chair


 _____ Director

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NOTES TO THE ACCOUNTS FOR YEAR TO 30TH APRIL 2020

1 Basis of accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities and Trustee Investment (Scotland) 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2 Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day to day running of the charity.

Income from grants awarded on an individual project is used exclusively for the project intended.

Expenditure is accounted for and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Restricted Funds can only be used for particular restricted purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2 Receipts

30.4.20
£

Members contributions

30,806

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NOTES TO THE ACCOUNTS FOR YEAR TO 30TH APRIL 2020

3 Grants - FETI and MASTER

Erasmus plus projects FETI and MASTER

The projects are both Erasmus plus strategic partnerships for adult education. They are both funded through the schemes for Cooperation for innovation and the Exchange for good practices. FETI project (from exclusion to inclusion - a model towards upskilling and integration)

The projects are managed by Oslo Service centre, who are an organisation who look at the career development, skills, and education of adults across Oslo. The project is due to run from November 2019 until 1st June 2022. SWAP will use the project to support our refugee students. The grant paid to SWAP for our contribution is due to be 56,439 euros (£48,831).

An initial sum has been received of £2,214 during the accounting period.

Three subsequent payments will be paid from the project management team during the period of the project and on receipt of the final report.

The final figure may change due to changes in scheduling and transnational partner meetings due to COVID.19

MASTER project (Measures for Adults to Support Transition to further Education and Re-skilling opportunities) - The project is managed by Forma Azione from Perugia. They are an adult education Institute. Partners are Roma University, and an adult education organisations in Cyprus, Portugal and European Association for the Education of Adults based in Brussels.

The project is looking at developing competencies of adults looking to return to education. How these can be identified and developed. It is looking at a broad range of competencies and targeting the development resources at adults with no or few qualifications. The project is due to run from November 2019 until 1st May 2022. SWAP will use the project to support our development of preparation for higher education. The grant paid to SWAP for our contribution is due to be 64,645 euros (£55,594).

An initial sum has been received of £21,717 during the accounting period.

Two subsequent payments will be paid from the project management team during the period of the project and on receipt of the final report.

The final figure may change due to changes in scheduling and transnational partner meetings due to COVID19.

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NOTES TO THE ACCOUNTS FOR YEAR TO 30TH APRIL 2020

4 Cost of Charitable activities

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Development Officers	6,102	83,277	89,380	46,848
Director's Remuneration	5,116	38,820	43,936	53,228
Administrative Salaries	-	8,690	8,690	11,423
Consultancy Fees	5,613	5,159	10,772	-
Project costs	-	2,764	2,764	-
Postage, Printing and Stationery	742	553	1,296	1,834
Web Development	-	-	-	675
Insurance	545	-	545	545
Advertising and Marketing	225	245	470	690
Subscriptions and Membership Fees	35	240	275	60
Travel expenses	124	3,213	3,337	875
Sundry expenses	499	628	1,127	578
Conference and Meeting expenses	918	2,111	3,030	1,211
	<u>19,920</u>	<u>145,701</u>	<u>165,621</u>	<u>117,966</u>

5 GOVERNANCE COSTS

Strategic Management	1,000
Independent examiner's fees	1,225
	<u>2,225</u>

6 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' expenses or other benefits for the year to 30th April 2020

7 Staff Costs

During 2019/20 the staff of SWAPWEST, included a full-time Director, eight part-time development officers and three admin staff during the year - on a range of projects.