



Swarthmore Education Centre Annual Report 2022-2023



Contents

Front Cover	Page 1
Contents Page	Page 2
Introduction from Chair of Trustees and Director	Page 3
Courses	Pages 4 and 5
Workshops	Page 5
Projects	Pages 6 and 7
Awards	Page 7
Study Programme	Pages 8 and 9
Exhibitions	Page 10
Room Hire	Page 11
Supporting the Community	Page 12
Meet the Team	Page 13
Financial Report	Page 14
Finance Continued	Page 15
Governance	Page 15
Next Steps	Page 16

Julie Badon
Chair of Trustees



This year has been a year of growth at Swarthmore, based on our collective vision to provide the very best for our students and staff, by enabling our organisation to move from “Striving to Thriving”.

In recognition of our staff’s hard work - we reviewed our pay and made significant pay increase due to the cost of living challenges for our staff. Our annual income increased by £150,000, and it is now reaching £1.75m turnover. We had more students in our adult education classes, more room hire, more Coffee Bar income, and more additional income from projects including “Art at the Heart”, “Be More” and “Creative Communities”. Alongside increasing income, we further reduced costs for our software and licensing, telephony and contracting out services. However, all of that positive growth and development was counterbalanced by increases in utility costs by £65,000 and the 8.75% interest charge on the Government’s Coronavirus Business Interruption Loan Scheme (CBILS). This unfortunately resulted in an end of year deficit position for our organisation.

On a positive note, for the second year in a row, we were awarded the Educate North award for our excellent community engagement. We provided a warm space opportunity for those in the community struggling with the cost-of-living crisis. We offered unwind sessions to support the mental health of both staff and students. Capital improvements, included some refurbishments to the hall, and painting and updating across some of the rooms was completed.

Swarthmore enjoys, and we are grateful for, the strong support from a wide range of partners in the community. We look forward to that continuing in the coming year. Our students, their families, and the community remain at the centre of everything that we deliver, and the can-do positive attitude of staff is central to that delivery.

I am confident that we remain well placed to face all future challenges in 2024 and beyond, with greater confidence and compassion, as we continue to support our staff and students to do and be their best, by delivering lifelong learning across the City of Leeds to those who need it most.

Chris Baillie
Director



It has been another busy year at Swarthmore. We have continued to increase our offer of courses and workshops, increased our room hire income, and maximised our existing contract values. We have been impacted by the cost-of-living increases at the centre, seeing rising costs for materials and utilities etc, and although we have ended the year in a deficit position, I am immensely proud of the continued work and commitment of our staff, students, volunteers and trustees.

We have accessed a range of funding to run projects this year, engaging those who may not otherwise have been able to access Swarthmore, supporting health and well-being, language development and social inclusion, as well as giving equal access to our amazing arts facilities.

Towards the end of the year, we received the first £50,000, out of a total award of £200,000 of funding from the Lottery, for our Creative Communities Project. The project will provide access to Swarthmore in areas we do not currently engage, providing arts sessions in 4 areas of South Leeds, promoting pride in place, the opportunity to make friends, learn something new, and celebrate the positivity in these areas. We are looking forward to getting started. Our other successful projects included: ‘Adidas project’, ‘Be More’ and ‘Unwind’, and as the cost-of-living crisis impacted our community, we also accessed funding to become a ‘Warm Space’, providing a safe environment, a hot drink, and a meal to those most affected.

In April we won our second Educate North Award, this time for the Community Engagement category, based on the Art at the Heart project, which supported Ukrainian refugees.

Our students have been amazing this year. We have had several exhibitions of students’ work, a book launch of one of our talented creative writers, and our supported students took part in the ‘Big Bus Chat’ and met the Mayor in January.

Towards the end of the year we developed our new website, which coincided with our new Swarthmore Hardship fund, which will support those facing financial difficulties to have equal access to our courses and workshops.

Thank you to everyone who has supported Swarthmore this year.

Courses

Leeds City Council Courses

In Partnership with Leeds City Council we offer a wide range of courses including arts, crafts, languages, health and wellbeing, English, maths etc. Our main aim is to support health and wellbeing and improve confidence through learning. These courses are subsidised by council funding and many are free to those on a low income.

March Tasters

In Partnership with Leeds City Council, we offered a wide range of workshops to staff and students. These included arts, crafts, health and wellbeing.

The Growth Project

In partnership with The Growth Company we deliver English and Maths assessments and courses at the Activity hub based in LS6. The Activity hub is for people at risk of reoffending following release from prison, those serving community sentences, and those who are unlikely to benefit from other services as a result of multiple and complex barriers. The intention of these classes is to upskill individuals with the ultimate goal of moving them closer to the labour market.

Leeds City College Courses

In partnership with Leeds City College, Swarthmore runs several accredited courses including Health and Social Care, maths and English at both GCSE and functional skills levels. Students enrol on our accredited courses as an alternative to learning in a large college environment. Our learners can access support for their learning in smaller class sizes to enable them to achieve.

Total Enrolments
22/23

1583

Autumn 22
56 courses

Spring 23
48 courses

Summer 23
60 courses

We delivered
a
total of 164
courses!



"I really enjoyed my watercolour course. The tuition was very good and helpful. It inspired me to learn more and carry on the practice. The atmosphere was relaxed and enjoyable."



LEARN MORE DO MORE CREATE MORE SWARTHMORE

Courses

Swarthmore Courses

Swarthmore offers a range of self-financing courses at the Centre. Many of these are held in our fully equipped customised workshop spaces including pottery, stained glass, fused glass and jewellery.

*“A very enjoyable course (stained glass).
Sam, our tutor, is great. She is encouraging and patient and has enabled me to gain a new tranche of skills and produce something I’m quite proud of.”*



“I’ve been making pottery for years and really enjoy the classes at Swarthmore. The tutor is supremely knowledgeable (she has a lifetime of experience) which means she can answer any query that might arise and make extremely helpful suggestions during a build to ensure good outcomes. The social aspect of the classes is important too - the atmosphere is very relaxed and friendly.”



Workshops

In 22/23 Swarthmore began to deliver creative workshops for a range of ages and abilities. These are a great way to provide insights into what the Centre can offer and presents the opportunity to market our other workshops and courses.

In the coming year we plan to develop this income stream further, increasing our workshop programme and widening our pool of workshop tutors.

15th October - Kids Halloween Workshop

28th October - Kids Crafts

9th November - Make a Fused Glass Xmas Decoration

5th and 12th April - Mini Crafters

4th May - Art to Music with older people



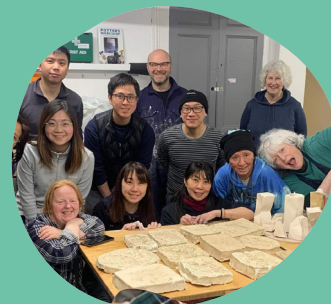
LEARN MORE DO MORE CREATE MORE SWARTHMORE

Projects

Be More Project - Funding Received £10,000

Our Be More @Swarthmore Project ran for twenty weeks from January and supported those newly arrived to the City to develop language skills through a range of arts and culture. The funding allowed us to engage local artists to facilitate sessions, as well as the ability to access local cultural venues, developing language skills along the way.

Our participants were predominantly from Hong Kong, and we celebrated the end of the project with an event at the Centre, showcasing the amazing work produced by those attending. The project was supported by a group of amazing volunteers.



Warm Spaces - Funding Received £2,650

Leeds City Council allocated funding from the West Yorkshire Mayor's Cost Of Living Emergency Fund to support organisations to operate Warm Spaces this winter. Swarthmore were proud to be able to support the wider community and provide a 'Warm Space' for those most affected by the cost of living crisis. We provided a free hot drink and soup, as well as access to games, craft sessions and support from a coordinator to help signpost people to additional support.



Creative Communities Project - Funding Confirmed £200,162

In May we were successful in our funding bid to the National Lottery Community Fund to provide a two year programme of arts and crafts activities called 'Creative Communities' in South Leeds – including Middleton, Belle Isle, Holbeck and Hunslet. The funding is to provide a series of arts sessions, which will be free to take part in for anyone aged 18 or over living in those areas.

The free arts sessions will be facilitated by artists and makers – all materials will be included as well as lunch and a creche for those who need support with childcare to attend the sessions. There will be three six-week programmes in each area over both years, delivered in accessible community spaces. A celebration and exhibition of work produced will be curated, and the Swarthmore team will work with volunteers within each area, developing skills needed to move towards further training and employment.

Swarthmore will be attending local events to promote the Creative Communities programme this Summer, with the first sessions starting in September 2023. We are looking forward to getting started.



LEARN MORE DO MORE CREATE MORE SWARTHMORE

Projects Continued

Unwind Project - Funding Received £1000

Funding from Live Well Leeds to provide lunch time sessions to support mental wellbeing for staff and students. We ran twenty sessions including crafting macrame plant hangers, a henna workshop and zentangle drawing.

Awards

Educate North Award - Community Engagement Award

In April 2023 we were delighted to win the Community Engagement Award at the Educate North Awards event in Manchester for our Art at the Heart project. The project supported Ukrainian refugees to develop English skills through arts and culture.

Judges comments:

“An amazing, impactful project that makes a difference for refugees and asylum seekers to develop language skills, confidence and promote well-being through arts and culture. Following the programme, participants have gained employment or secured further training and education.”



Leeds Adult Learning Award - Above and Beyond Tutor Award

Leeds Adult Learning wanted to celebrate the amazing achievements of all our learners, and all the excellent work tutors do in supporting these achievements.

‘Tutor Award for Above and Beyond’ was awarded to Penny Lewis. The award recognises a tutor’s passion and commitment which often exceed our expectations. They ‘go the extra mile’ for their learners in order to make a difference.

“Penny makes sure that her students in Life Skills are enabled and empowered. This academic year her students spoke about their frustration with regard to the accessibility of the buses. Penny adapted her classes to enable them to put together a letter to the council voicing their concerns. As a result of this, they received a video reply from Tracy Brabin, the Mayor of West Yorkshire, highlighting to learners how they can truly make a difference.”

Hannah, Leeds City Council.



LEARN MORE DO MORE CREATE MORE SWARTH MORE

Study Programme

Our programme is committed to providing diverse academic, life skills, and holistic support to students, all of whom have Education and Health Care Plans. By combining academic pursuits, mental health provisions, and personalised learning, we create an inclusive and supportive environment. Our curriculum blends academic learning with essential life skills, including work placements and vocational training. Despite increasing our capacity to 80 students, demand is growing due to demographics.



Students are on site from 10am to 4pm, four days a week and are supervised by teachers and teaching assistants. There's a teacher-led Wellness Walk at lunchtime. Flexible learning lets students access education in a way that fits their needs and pace. We work closely with families, local authorities, employers, social and health services, transport partners, and other educational institutions, including Higher Education. These partnerships enhance the educational experience and provide comprehensive support for our students.

At the end of the Academic Year there was a change in Management, as after a long career developing the Study Programme, Amanda Torbitt retired from her role as Manager. We were pleased that an internal candidate, Malgorzata Ciesluk, was successfully appointed to that role which has provided continuity for both the team and the students.

ESFA Funding Received £953,270

Education and Skills Funding Agency

FFI Funding Received £201,000

Funding for Inclusion



The Study Programme receives funding from the ESFA for each student and extra support funding from the local authority (the FFI) which covers resources, 1:1 support, and other interventions for students. The extra support funding comes with our High Needs students while they attend.

Maths and English

We teach Maths in a practical way, so it's useful for work and daily life. Our curriculum helps build essential maths skills for real-world situations, covering everything from Entry Level 1 to A-levels.

We also teach English from Entry Level 1 to GCSE, tailoring it to our student's interests.

This has included crafting comic scripts, exploring fantasy narratives, delving into psychological thrillers, and designing games. We dedicate morning sessions to reading and we make trips to the local library every two weeks.

In one of our groups, we read 'A Kestrel for a Knave' by Barry Hines, watched the movie 'Kes,' and even took a trip to Barnsley to bring the story to life.

LEARN MORE DO MORE CREATE MORE SWARTH MORE

Work Experience

Work experience is a key part of the Study Programme where students gain practical life skills and independence. Our students have been at The Food Bank, The Barn, Meanwood Valley Urban Farm, Union Café, Seagulls, and Revive. They've learned many transferable skills including, but not limited to, health and safety at work, following instructions from a supervisor, and interacting with other members of staff.

Our students were involved in a project with Leeds City Museum to make it more accessible. Now the Museum has key codes to alert visitors about sensitive topics, a model using braille was introduced, displays in different languages, an accessible bench, plus more seats for everyone.

"We wanted to thank you sincerely for the support you have given to my daughter and myself in her transition back to education. These 2 years have been a difficult journey and without your kind, patient and compassionate support she wouldn't have progressed to a place where she is ready to re-engage in her learning."

Social Evenings

We have social evenings from 4pm until 6pm on several Thursdays during term time. This is an opportunity for students to meet up and spend time together in an informal setting. These are held at Swarthmore under staff supervision, but students are free to choose their own activities and free to leave whenever they wish.

Family Evenings

These are held on two evenings each term, they provide an opportunity to display students' work and discuss their progress with family and carers.



Summer Programme

Fun fortnight starts our summer programme with two weeks of indoor and outdoor activities including museum visits, farm visits, sports activities and arts and crafts. We have learned the history of local entrepreneur Titus Salt, had a workshop at Pyramid of Art, travelled by water taxi, and took part in the Medieval Festival.

Students were involved in helping others and organised an English Afternoon Tea Party for Refugees as part of the Be More Project. We also participated in the Hidden Homeless project and helped to pack food parcels.

During the summer break, the Study Programme opened on Wednesdays for drop-in sessions. The sessions included: arts and crafts, dance, music and movies.



Achievements 2022/23

- 4 students passed Level 1/Level 2 Functional skills English.
- 2 students passed Level 1/Level 2 Functional skills maths.
- 33 students started Maths Entry level Certificate qualification.
- 5 students passed various GCSE subjects: English Language, English Literature, History Psychology.
- 10 students passed Manual Handling (to facilitate work at Foodbank and at Revive).
- 6 students passed Gateway English units at entry level 3.
- 1 student passed Gateway Health and Social Care unit.

LEARN MORE DO MORE CREATE MORE SWARTHMORE

Exhibitions

Swarthmore hosts a programme of exhibitions throughout the year.

Exhibitions are carefully curated in-house and are installed in the Coffee Bar area. We're committed to supporting our students and we often exhibit their work which has been produced on our creative courses. This is a fabulous way to celebrate the achievements of Swarthmore students and tutors alike.

Exhibitions included...

15th August 2022 - 'Clandestine Clementine' - Daisy Baker and Sasha Napoli

2nd December 2022 - 'All Together' - Swarthmore Students from Oil, Acrylic and Watercolour Courses

19th January 2023 - 'Into the Jungle' - Swarthmore Students from Supported Painting and Drawing and Felt Making

6th February 2023 - 'Hidden' - Jill Boyd

3rd March 2023 - 'I am an Artist' - Artwork created by Pyramid of Art

2nd May 2023 - 'The Bigger Picture Exhibition' - BA(Hons) Photography Students from Leeds



Swarthmore charges a commission of 20% on artwork sold during exhibitions. We also organise launch events which are open to the public and these generate additional income through refreshment sales.

The Coffee Bar exhibition space is available for private hire and we charge a nominal weekly fee for this.

We often work in partnership with Leeds University and Leeds Arts University to exhibit work from current students, and we support them with curation, installation and event management.

LEARN MORE DO MORE CREATE MORE SWARTHMORE

Room Hire

Swarthmore has several rooms for hire, ranging from small meeting rooms for 10 people to our large hall which accommodates 150 seated people.

We have something for every event. Wifi, Genee touchscreen, projector, large screen displays, interactive whiteboards and sound equipment.

A portable bar and table tennis table are also available.

“I have delivered N.V.Q. railway engineering courses on a regular basis from Swarthmore Education Centre. I find the centre to be an ideal training establishment. The rooms are always clean and well equipped, the staff are all friendly, professional and always willing to help.”

Billy - Railsafe Group

Room Hire Income - £78,977



“CES Leeds has hired classrooms and other facilities every July for our Junior Summer School from Swarthmore Education Centre since 2013. Swarthmore Education Centre is a valued partner. We know each other’s needs and ways of working very well. This mutual comprehension means we have always managed to work together almost effortlessly. Swarthmore Education Centre is our premises partner of choice for our Summer School.”

Rob - Centre of English Studies



LEARN MORE DO MORE CREATE MORE SWARTHMORE

Supporting the Community

Vodafone

We have continued to be part of the Vodafone 'Charities Connected' project, providing free sim cards to those who are digitally excluded.

The sim cards have 6 months of free connectivity – 20gb of data per month, along with free unlimited calls and texts. So far Swarthmore has distributed over 500 sim cards. The access to the free sims has made a huge difference to people's lives, and we are proud to be a part of the project.



Visit from the Mayor of West Yorkshire

In January Tracy Brabin, Mayor of West Yorkshire visited Swarthmore. The visit included time to chat with our supported learners who contacted her about the importance being able to use their bus passes before 9:30am as part of the #Bigbuschat.

Food Bank at Swarthmore

Swarthmore is proud to collect food donations from staff and students to support our local foodbank.



Community Events

In 2022/23 Swarthmore attended/hosted a number of events. These included:

- Unity Day
- Leeds Arts University Freshers Fair
- Macmillan Event
- Ukrainian Fundraising Event
- Holbeck Gala
- Kirkstall Festival



Fundraising and Donations - £1,283

LEARN MORE DO MORE CREATE MORE SWARTHMORE

Meet the Team

During the 22/23 year we welcomed several new staff to the team. Here are what some of our new recruits had to say about working at Swarthmore...

Amy - Tutor

"I used to come to Swarthmore for various classes before I started working here. Belly dancing, learning Spanish, I even did my first teacher training course with Swarthmore. Once I started training to be a teacher, this was the place I wanted to teach. I've been teaching now for 8 years, and in July last year I saw an advert for an English tutor for the supported classes, so I applied. To get a teaching job here was the best feeling ever and that feeling hasn't changed. I'm lucky enough now to teach 3 Introduction to English classes and 2 Life Skills classes. Each week myself and my groups are learning new and exciting things and each week I come out of class smiling. You cannot ask for more than that."

Honor - Creative Communities Volunteer Coordinator

"Swarthmore's friendly and nurturing culture makes it an inviting place for staff and students. I work with a supportive team, who are very helpful and care about my development, which motivates me. I've gotten to know people throughout Swarthmore's community, as other staff come up to me or visit my office for a catch up. I always look forward to coming into the centre, especially when there are lots of the students' artworks on the walls and a lively atmosphere in the building. I can see the positive impact that Swarthmore and the devoted people who work

Job Opportunities

Workshop and Creative Course Tutors.

We are always looking for new talent to join our amazing team in order to widen the range of creative workshops and courses we offer.

For additional details and how to apply visit our website and search vacancies.

Volunteering

Swarthmore relies on people like you for volunteering. Your skills help us make a difference to the community we serve.

We are currently recruiting volunteers to support our Creative Communities Project.

For additional details and how to apply visit our website and search communities.



LEARN MORE DO MORE CREATE MORE SWARTHMORE

Financial Report

Income and Expenditure

2022/23

2021/22

Unrestricted Income	£1,733,018
Restricted Income	£23,075
Total Income	£1,756,093
Unrestricted Expenditure	£1,815,877
Restricted Expenditure	£10,640
Total Expenditure	£1,826,517

Unrestricted Income	£1,589,780
Restricted Income	£17,090
Total Income	£1,606,870
Unrestricted Expenditure	£1,701,034
Restricted Expenditure	£4,760
Total Expenditure	£1,705,794

Deficit £70,424

Deficit £98,924

Wages and Salaries	£1,363,927
Depreciation	£70,286
Heating and Lighting	£98,135
Other Expenditure	£294,169
Total Expenditure	£1,826,517

Wages and Salaries	£1,292,265
Depreciation	£72,629
Heating and Lighting	£32,830
Other Expenditure	£308,070
Total Expenditure	£1,705,794

Retained Funds

Retained Funds

Fixed Assets	£1,114,225
Free Reserves	£108,754
Total Unrestricted Funds	£1,222,978
Reserves Policy	£450,000
Shortfall	£341,246

Fixed Assets	£1,157,471
Free Reserves	£148,366
Total Unrestricted Funds	£1,305,837
Reserves Policy	£450,000
Shortfall	£301,634

Employees/Staffing

Employee/Staffing

Average Headcount	71
FTE	45

Average Headcount	77
FTE	45

LEARN MORE DO MORE CREATE MORE SWARTHMORE

Finance Continued

2023 saw the launch of a three year Business Strategy for Swarthmore, providing a strategic vision of how the organisation would coordinate activity to grow and provide the very best for its students and staff. At the core of this strategy was an ambition to grow the adult education provision, and capitalise on areas of secondary business, such as room hire and the Coffee Bar, to increase its revenue streams. In order to do this the strategy recognised the critical need to invest in staff – rebalancing the HR ‘debt’ Swarthmore had accrued over a number of years and motivating staff to bring new ideas and energy to Swarthmore’s ambitions.

Work to realise the strategy began in summer 2023 and significant progress has already been made. Following an increase to staff salaries early in the year, the range of courses has been expanded significantly, and student numbers have steadily increased. A series of key performance indicators (KPIs) have been developed to allow the management team and Trustees to track the progress of the Business Strategy. These KPIs will be reviewed regularly allowing Swarthmore to adjust its plans, taking account of students’ needs and new areas where Swarthmore can make a difference to the wider community across Leeds.

The economic environment within which Swarthmore operates remains extremely challenging. Energy costs continue to increase, the cost of living crisis continues and there are a series of wider inflationary pressures which Swarthmore needs to manage carefully as it proceeds through 2024. Whilst there are clear signs that Swarthmore’s business is growing, it will continue to be vigilant and work closely with staff to establish strong foundations and secure its future.

Governance

In 2023 we changed and updated the Articles of Association for Swarthmore in a number of ways, reflecting the Charity Commission’s good practice recommendations, including to limit terms of office for Trustees to three terms maximum. This should ensure that the Trustee Council remains relevant and vibrant in their Governance role for the organisation.

Last year saw the publishing of our three-year Business Strategy, alongside drafting the HR strategy. This was important to guide us going forward, as at its heart, Swarthmore is the sum of the people who work here and the people who choose to learn and interact here. Together these strategies set a strong foundation for moving from “Striving to Thriving”, making clear that the support Swarthmore provides to our staff is crucially important to our future growth and development. We also need to continue to create a Swarthmore culture that enables us to fully utilise the skills of our staff in a modern way. Much progress has been made in this area during and since COVID, but this will need to continue in the future. In addition, when leading the governance, we fully recognise and abide by the challenging legal, political, and financial environment within which Swarthmore must operate.

We always welcome new Trustees onto the Council to support effective Governance of the organisation. This enables us to manage our historic building, our staff and our income so that we can retain a positive lifelong learning culture for all who use Swarthmore.

We are particularly interested in those with SEND experience, capital investment knowledge and fundraising expertise to support Swarthmore’s development over the coming years.

Simply head to our website and search vacancies to find out more info and how to apply.

LEARN MORE DO MORE CREATE MORE SWARTHMORE

Next Steps

- Hardship Fund launch
- Website launch - a huge thanks to Hungry Sandwich Club for initial research and development of Swarthmore's new website
- Clothing Bank
- Eventbrite / workshops
- Additional funding

About Us

Reference and Administrative Details

Charity Number 1094451
Company Number 04527579
Registered Office 2-7 Woodhouse Square,
Leeds LS3 1AD

Auditors

Sagars Accountants Limited,
Gresham House,
5-7 St Pauls Street, Leeds LS1 2JG

Bank

Co-operative Bank,
P O Box 250, Delf House,
Southway, Skelmersdale,
WN8 6WT

Key Management Personnel

Director - Christine Baillie
Finance and Services Manager - Philip Johnson
Curriculum Manager - Joan Macleod
Curriculum Manager - Sarah Emmett
Curriculum Manager - Mandy Torbitt until July 2023
Curriculum Manager - Malgorzata Ciesluk from June 2023

Directors and Trustees

The Directors of the charitable company (the charity) are its Trustees for the purpose of charity law. The Trustees and Officers serving during the year and since the year end were as follows:

The Trustees

Nigel Hussain Mohammed Zaman
Clancy Walker
Kathryn Julie Badon
Pammi Sinha
Eileen Jaqueline Exeter (appointed 25 April 2023)
Ian Greenwood
Susan Jane Taylor
Lauren Rachael Huxley
Rebecca Jane Lucas (appointed 22 February 2023)
Elizabeth Watkins

Trustee Chair - Kathryn Julie Badon
Treasurer - Nigel Hussain Mohammed Zaman
Secretary - Christine Baillie