

SCOTLAND CHINA EDUCATION NETWORK
ANNUAL REPORT AND FINANCIAL STATEMENTS
For the year ended 31 December 2020



SCOTLAND CHINA EDUCATION NETWORK

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

Scottish Charitable Incorporated Organisation SC046171

Principal Office: 3F2 23 Eyre Crescent, Edinburgh, EH3 5EU

Website: <http://www.scen.info>

Trustees

S Macaulay - Chair
J Chittleburgh – Treasurer
R Mitchell
J Simpson
J Brodie
J Guo

Bankers

Royal Bank of Scotland
West End Office
142-144 Princes Street
Edinburgh
EH2 4EQ

Independent examiner

Emma Marshall CA
Geoghegans
6 St Colme Street
Edinburgh
EH3 6AD

Accountants

Chiene + Tait LLP
61 Dublin Street
Edinburgh
EH3 6NL

SCOTLAND CHINA EDUCATION NETWORK

TRUSTEES' ANNUAL REPORT

For the year ended 31 December 2020

The trustees present their annual report and financial statements of the charity for the year ended 31 December 2020. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

Objectives and Activities

The Charity was established on 3 December 2015.

The purpose of the Scotland China Education Network is the advancement of education through the promotion of the teaching and learning of Chinese and about China in Scotland. In particular, SCEN aims:

- to promote educational links between Scotland and China by bringing together those involved in SCEN events and projects, to support each other and to share good practice, in partnership with local, national and international bodies.
- to support the work of the Scottish Governments International Division and Learning Directorate, the Cross Party Group on China at the Scottish Parliament and all national and local educational bodies in their plans to develop the learning of Chinese language, culture, history and society in Scotland.

A review of our achievements and performance

1. Developing the work of SCEN during the time of the Covid 19 pandemic.
Due to Covid restrictions no formal SCEN face to face meetings took place during 2020 -21. A very limited number of one-to-one face to face informal meetings became possible as restrictions lifted and there is optimism that there will gradually be a return to scheduled face to face meetings during session/ academic year 2021- 22. However, SCEN 4 Network members adapted well to alternative online communications – such as Zoom, Microsoft Teams and Google Meet. This meant that quality communications were achieved for all the committees and groups associated with SCEN, among Trustees and other informal groups.
2. SCEN working in challenging times for schools
SCEN work takes place at the most challenging time in schools in living memory. The majority of session 2020-21 took place with online learning for school students and teachers. While the majority of students and teachers developed innovative approaches during such a difficult period, there have been real stresses on everybody engaged in education. In the context of the pandemic, modern language learning was not a stated priority for schools and students. A further factor has been public perceptions of China over the present period which have impacted on schools and the roll out of Mandarin. Never have the challenges to learning Mandarin been greater, and never has the role of SCEN in arguing the case for Mandarin learning been more important.
3. Communications and Website.
Much of the internal discussion among Trustees focused on SCEN communications. The decision was taken to move to a new website designer, partly on grounds of cost and partly to increase flexibility and ease of use and access by SCEN in keeping the website fresh and regularly updated. As part of the website development process, SCEN engaged with a group of school students who made helpful suggestions about website design and content. Related to website development, SCEN is looking to developing its presence on social media, such as Instagram and Twitter, mindful at all times of the sensitivities of such a development and also issues of child protection. The new website was launched on 16 August. Much work has been done to populate the site, and further work remains to be completed through the coming year. SCEN is grateful to organisations and individuals who have provided existing, or generated new, material to populate our new website.

SCOTLAND CHINA EDUCATION NETWORK

TRUSTEES' ANNUAL REPORT (continued)

For the year ended 31 December 2020

A review of our achievements and performance (continued)

4. Appointment of SCEN online communications and administrative officer
With effect from the beginning of January, SCEN appointed Megan Hammell to the new post of Online Communications and Administrative Officer. Megan previously provided computer and online support for SCEN. The new post effectively merges the two key areas of paid SCEN support – administration (previously Christie Gowans, who stepped down at the end of 2010) and online support.
5. Youth Voice
SCEN continues to seek to enhance Youth Voice within the organisation. This has meant moving away from a single national Youth Summit at a central location, and a centrally organized Youth Committee, and, in the framework of a new website and developing social networks to finding ways to engage with young people. The young people who engaged with SCEN over the period of website development will help provide a nucleus of future youth engagement with SCEN. In the development of Youth Voice, discussions continue with CISS/ SCILT (Fhiona MacKay) and E-sgoil (Angus MacLennan) who are developing platforms for young people learning language remotely. The pandemic together with disruption in schools have meant that less progress was made 2020- 21 than SCEN had hoped. It remains a priority for the coming session
6. The Chinese Teaching Club
The club has growing importance within SCEN. Contact with teacher members of the Club during the coronavirus lock down period, while schools were closed, enabled SCEN to have a good sense of the challenges facing young people and teachers in the learning of Mandarin over that period. Interaction among teacher members of the Club through social media has been a strong way of maintaining links among teachers and with SCEN Trustees involved in the development of Youth Voice.
7. Developing Role of SCEN
Session 2020-21 has placed enormous pressures on schools, bodies engaged in language development and on individuals committed to the learning and teaching of Mandarin. In session 2020 – 21 it will be of paramount important to re-focus our commitment to the learning and teaching of Mandarin both in schools where it is already being taught and seeking to reach the parts of Scotland where there is little – or no – progress. In this SCEN will work with all key stakeholder bodies and key influencers. Part of this will be to bring together all key partners. The fervent hope is that this will be face to face – for the first time in (nearly) two years. All of this is within the new stated focus for SCEN, agreed by Trustees in the course of the year – viz “supporting the study of Chinese language and culture across Scotland”.

SCEN Events 2020-21

1. SCEN was instrumental in the organization of a General Teaching Council for Scotland (GTCS) hosted seminar on the future of Mandarin learning and teaching in schools in Scotland. Ken Muir, then Chief Executive of GTCS, hosted. Speakers were Alan Huang (University of Strathclyde and SCEN), Jean Wang (Hillhead High School and chair of 7 SCEN Chinese Teaching Club), David Dempster (Boroughmuir High School and Swire), Maggie Sproule (Moray House Institute and Swire). There were over 80 participants online and discussion proved lively – at times controversial – and led to substantial subsequent debate – and, it is intended, a seminar event later in 2021. In addition, a leaflet promoting the teaching of learning Mandarin is in preparation between SCEN (Alan Huang) and GTCS.
2. Online seminars on Planning and Developing Mandarin as an L3 in schools. Hosted by Ann Robertson. Attended by around twenty teachers across Scotland. Deemed very successful – with plans to do something similar in the near future.
3. The Chinese Teaching Club met online on 6 November (chaired by Lynnette Martin, Aberdeen City) and 28 May 2021 (chaired by Jean Wang, Hillhead High School).

SCOTLAND CHINA EDUCATION NETWORK

TRUSTEES' ANNUAL REPORT (continued)

For the year ended 31 December 2020

A review of our achievements and performance (continued)

4. The Advisory Council met online on 29 January and 21 May.
5. Trustees met online 14 October, 12 November, 11 February, 29 April, 10 June.
6. Meetings of Cross-Party Group on China with significant SCEN input (all online): 1 October, 2 December, 12 March

Financial review

In the year to 31 December 2020 donations of £nil (2019: £31,250) were received. The net deficit of the Charity for the year was £11,119 (2019: deficit £2,066). The net assets at 31 December 2020 are £35,371 (2019: £46,490).

Risk management

Trustees undertook a comprehensive survey of the major risks to which the charity is exposed. They agreed a Key Risk Register, identifying potential risks in the following areas:

- Governance, Leadership and Management
- Operational Risks
- Financial Risks
- External Factors
- Compliance Risk (Law and Regulation)

In each case the potential impact was examined, and the steps taken to mitigate each risk identified and followed.

Reserves policy

The **Unrestricted reserves** showed a surplus of £35,371 (2019: £46,490) at the year end. They represent the unrestricted reserves arising from operating results. The trustees review the level of reserves to enable at least one year of operation without other funds.

Plans for the future

1. Continue to develop the online presence of SCEN through the new website, developing the safe use of social media for SCEN and organize conferences, events, and meetings initially online but with the prospect of face-to-face meetings in the course of 2021 - 22.
2. Develop Youth voice within SCEN, using CISS/esgoil as a platform – to be developed with the support of teachers of Mandarin, members of the SCEN Chinese Teaching Club.
3. Engage with key stakeholders on the learning and teaching of Mandarin – e.g. Scottish Government, Education Scotland, General Teaching Council of Scotland, SQA, Confucius Institutes – in particular through a seminar type event in session 2021-22 – hopefully face to face
4. Work with General Teaching Council of Scotland in establishing a national forum to campaign for the identification and recruitment of future teachers of Mandarin and work with schools to argue the case of the teaching of Mandarin.
5. Work with all our partners and stakeholders in taking forward the SCEN agenda
6. Increase participation within SCEN and involvement in the Network across Scotland
7. Identify future sources of funding for SCEN.

SCOTLAND CHINA EDUCATION NETWORK

TRUSTEES' ANNUAL REPORT (continued)

For the year ended 31 December 2020

Structure, governance and management

SCEN was founded in January 2006 as an informal network. SCEN's application for Incorporation as a Scottish Charitable Incorporated Organisation (SCIO) in 2015 was successful. The Office of the Scottish Charity Regulator (OSCR) was satisfied that SCEN meets the charity test and the legal requirements for being a SCIO, and entered it in the Scottish Charity Register on 3 December 2015. SCEN is now an incorporated body having charitable status under the Charities and Trustee Investment (Scotland) Act 2005.

Trustees of SCEN are appointed by election at the Annual General Meeting; the last election took place in September 2017. The four Trustees of SCEN have been chosen to provide a matrix of relevant skills, experience and association with the aims of SCEN with backgrounds in education, finance and business and experience of leadership and membership of charitable boards. New Trustees, when required, will be selected from those with the same matrix and background. They will be familiar through experience and demonstrated commitment to the work and activities of SCEN and will receive all appropriate documentation from OSCR and SCEN, as well as taking part in personal discussions with the Chair and fellow Trustees.

The Trustees of SCEN follow the guidance of OSCR and its advice and document are brought to their attention at meetings. They have taken account of the Scottish Charity Regulator's *Targeted Regulation*, which came into effect on 29 March 2016.

SCEN Trustees meet three times a year

Key management personnel remuneration

The key management personnel are the Trustees. They received no remuneration during the period.

Related party transactions

Transactions with related parties are set out in note 9.

Reference and administrative information

The reference and administrative details, including the names of the Trustees who held office during the year are set out on page 1.

Trustees' responsibilities in relation to the financial statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in Scotland requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP 2019 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charity Accounts (Scotland) Regulations 2006 (as amended), and the provisions of the Trust deed.

SCOTLAND CHINA EDUCATION NETWORK

TRUSTEES' ANNUAL REPORT (continued)

For the year ended 31 December 2020

Trustees' responsibilities in relation to the financial statements (continued)

They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Approved by the trustees on 28 September 2021 and signed on their behalf by:



S Macaulay - Chair

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
SCOTLAND CHINA EDUCATION NETWORK**

I report on the financial statements of Scottish China Education Network for the year to 31 December 2020 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

Respective responsibilities of Trustees and independent examiner

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

Basis of examiner's statement

My examination is carried out in accordance with Regulation 11 of the Regulations. An examination includes a review of the accounting records kept by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and 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 financial statements.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 44(1)(a) of the Act and Regulation 4 of the Regulations, and
 - to prepare financial statements which accord with the accounting records and comply with Regulation 8 of the Regulationshave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Emma Marshall, CA
Geoghegans
Chartered Accountants and Independent Examiner
6 St Colme Street
Edinburgh
EH3 6AD

29 September 2021 2021

SCOTLAND CHINA EDUCATION NETWORK**STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account)****For the year ended 31 December 2020**

		Unrestricted Funds	
		31	31
	Notes	December	December
		2020	2019
		£	£
Income and endowments from:			
Donations and legacies	2	-	31,250
Interest receivable		-	69
		-----	-----
Total income		-	31,319
		-----	-----
Expenditure on:			
<i>Charitable activities</i>			
Education	4	11,119	33,385
		-----	-----
Total expenditure		11,119	33,385
		-----	-----
Net (expenditure)/income being net movement in funds		(11,119)	(2,066)
Reconciliation of funds:			
Total funds brought forward		46,490	48,556
		-----	-----
Total funds carried forward	8	35,371	46,490
		=====	=====

All the results relate to continuing activities.

The notes on pages 10 to 12 form part of these financial statements.

SCOTLAND CHINA EDUCATION NETWORK**BALANCE SHEET****As at 31 December 2020**

	Note	2020 £	2019 £
Current assets			
Debtors		6,735	6,645
Cash at bank and in hand		30,562	41,992
		-----	-----
	6	37,297	48,637
Current liabilities			
Creditors falling due within one year	7	1,926	2,147
		-----	-----
Net current assets		35,371	46,490
		-----	-----
Net assets		35,371	46,490
		=====	=====
The funds of the charity:			
Unrestricted funds:			
General Fund	8	35,371	46,490
		-----	-----
Total charity funds		35,371	46,490
		=====	=====

Approved by Trustees and signed on their behalf by:



 S Macaulay - Chair

28 September 2021 2021

The notes on pages 10 to 12 form part of these financial statements.

SCOTLAND CHINA EDUCATION NETWORK

NOTES to the FINANCIAL STATEMENTS

For the year ended 31 December 2020

1. Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these financial statements. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The charity constitutes a public benefit entity as defined by FRS 102.

Going concern

The financial statements have been prepared on a going concern basis. The Trustees have assessed the charity's ability to continue as a going concern and have reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing these financial statements.

Funds

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects.

Income recognition

All income is recognised once the charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Donations are recognised when the Trustees are satisfied there is entitlement to the income, it is probable that it will be received and the amount can be measured reliably.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings.

Irrecoverable VAT

The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid net of any discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

SCOTLAND CHINA EDUCATION NETWORK**NOTES to the FINANCIAL STATEMENTS (Continued)****For the year ended 31 December 2020****1. Accounting policies (Continued)****Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2. Donations and legacies

	2020	2019
	£	£
Donations	-	25,000
Gift aid	-	6,250
	-----	-----
	-	31,250
	=====	=====

All the donations and legacies were attributable to unrestricted funds.

3. Information regarding employees and members

No remuneration was paid to the Trustees, and no staff members were employed during the period. No employees therefore received salaries greater than £60,000.

The Trustees were reimbursed £nil (2019: £nil) of expenses during the period.

4. Charitable activities

	2020	2019
	£	£
Donations paid	-	-
Events	-	22,492
Support and governance costs (note 5)	11,119	10,893
	-----	-----
	11,119	33,385
	=====	=====

5. Support and governance costs

	2020	2019
	£	£
Website	7,471	6,145
Accountancy fees	1,020	960
Independent examiner's fee	720	690
Administrator fees	1,820	1,708
Bank charges	88	96
Printing	-	904
Recruitment fee	-	390
	-----	-----
	11,119	10,893
	=====	=====

SCOTLAND CHINA EDUCATION NETWORK**NOTES to the FINANCIAL STATEMENTS (Continued)****For the year ended 31 December 2020**

6. Analysis of current assets	2020	2019
	£	£
Gift aid receivable	6,250	6,250
Prepayments	485	395
Cash at bank	30,562	41,992
	-----	-----
	37,297	48,637
	=====	=====

Debtors related to unrestricted funds.

Cash at bank balances all related to unrestricted funds.

7. Analysis of current liabilities	2020	2019
	£	£
Accruals and other creditors	1,926	2,147
	=====	=====

Current liabilities related to unrestricted funds.

8. Movement of funds	Balance	Income	Ex-	Balance
	at 1			penditure
	January			December
	2020	£	£	2020
	£			£
Unrestricted funds				
General Fund	46,490	-	(11,119)	35,371
	=====	=====	=====	=====
	Balance	Income	Ex-	Balance
	at 1			penditure
	January			December
	2019	£	£	2019
	£			£
Unrestricted funds				
General Fund	48,556	31,319	(33,385)	46,490
	=====	=====	=====	=====

The General Fund represents funds which the Trustees are free to use in accordance with the charity's constitution, aims and objectives.

9. Related party transactions

During the year, the charity received donations from Trustees amounting to £nil (2019: £nil). The charity also incurred accounting fees of £1,020 (2019: £960) payable to Chiene + Tait LLP, a firm in which Jeremy Chittleburgh is a member.