

Report of the Council of Management

“Mensa are pleased to have worked with the NAGC; they provide valuable assistance to the parents and carers of gifted children, by raising awareness of their abilities and needs.”

British Mensa Ltd

The Council of Management for the National Association for Gifted Children (NAGC) presents its annual report for the year ended 30th April 2009 and also its audited financial statements for that year. These comply with the Companies Act 2006 and the relevant Statement of Recommended Practice.

Objectives and activities

i) NAGC's objectives

NAGC's objectives are to support the intellectual, social and emotional needs of gifted and talented children to help them maximise their potential and to support the whole family of a gifted and talented child to give them the skills and confidence to support their child.

We believe that every gifted and talented child matters. However, we also believe that there is misunderstanding in our society about who gifted and talented children are and what they need.

Our vision is of a world where the needs of every gifted and talented child are identified and met; where they are treated equally and sympathetically within the education system and where the right support is provided to the whole family so that they can bring up their gifted and talented child confidently.

We aim to achieve this vision by:

- Providing information, advice and other services to the families of gifted and talented children and those that work with them so that they can more effectively support their gifted and talented child
- Training parents and carers and professionals to give them the skills and self-confidence to support the gifted child in their care
- Maintaining an active membership and thus ensuring that our services meet the needs of the families we seek to support
- Providing support to gifted and talented children at a local level
- Raising the profile of gifted and talented issues
- Campaigning for changes to the way in which gifted and talented children and their families are viewed and supported

We seek to work in partnership with all those who share our vision.

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ii) NAGC activities

This year, we have sought to achieve these aims through a combination of:

- Providing information, advice and support nationally
- Delivering training
- Supporting members
- Providing local services
- Raising the profile of gifted and talented issues
- Campaigning for more equal treatment and support for gifted and talented children and their families

Our achievements in each of these areas and our plans for 2009 - 2010 are reported in the separate sections provided in this report.

iii) How our activities deliver public benefit

In each of our activity areas, we have clearly identified how we deliver public benefit. We achieve this in several ways, including:

- By helping to educate parents and the wider community on a range of issues relating to the social and emotional wellbeing of a gifted and talented child
- By providing support and guidance to parents/carers to increase their skills and self confidence on a range of social and emotional issues

- Providing parents/carers and teachers with the skills and confidence they need to support gifted children. This can help to solve or reduce any social or emotional problems they might experience
- By helping to reduce, prevent or remove the escalation of issues at home and at school which could be potentially damaging to the gifted child and his or her family – bullying, mental health issues, self harming or even suicide
- By creating a sense of community amongst gifted children and their families to reduce feelings of isolation, provide mutual support to overcome any issues and offer a range of identified benefits through the services provided this emotional support at a local level to both children and parents carers thus helping to alleviate or reduce any problems faced by these groups as a result of a child's giftedness

Structure, Governance and Management

i) Company information

NAGC is a charitable company limited by guarantee (company number 905037), incorporated on 1 September 1967 and registered as a charity on 9 June 1967 (charity number 313182). The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In event of the company being wound up, members are required to contribute an amount not exceeding £0.50.

“The Gabbitas Educational Trust has enjoyed a long and happy relationship with NAGC and we are delighted to continue working together in supporting exceptionally able children and their families with our Tomorrow’s Achievers programme of masterclasses.”

Rosemary Brown OBE,
Chairman, Tomorrow’s
Achievers

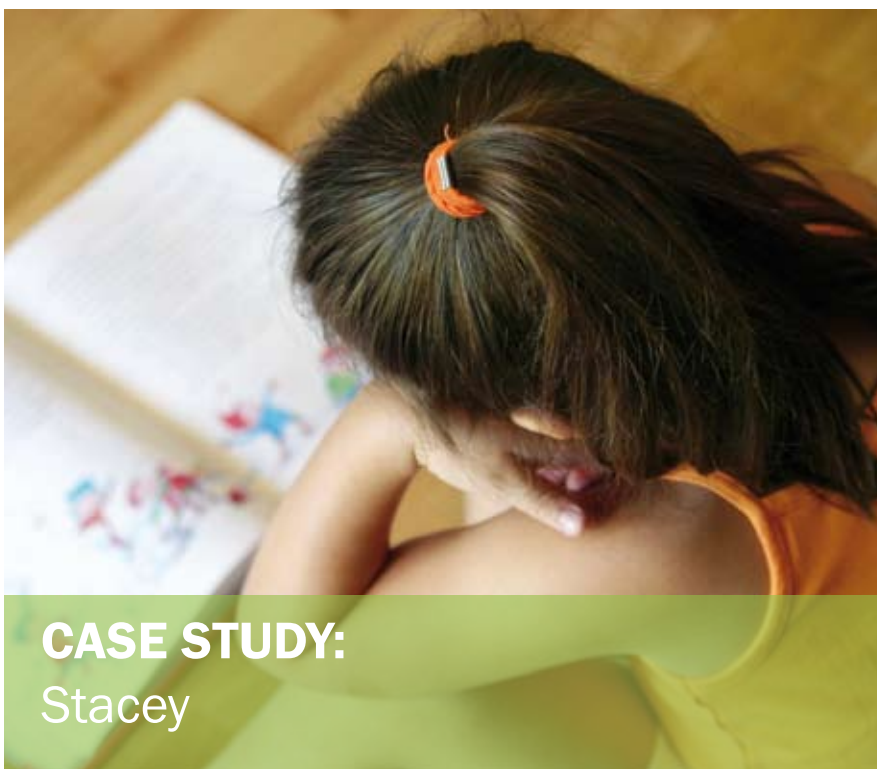
ii) The structure of the Council of Management

NAGC has a Council of Management of up to fifteen people of which all Trustees are members. The Trustees are also the Directors of the Association. The Chief Executive is a member of the Council but has no voting rights. NAGC's Council of Management is responsible for the overall governance, strategic direction and policies of NAGC.

NAGC is a membership organisation and Trustees are elected onto the Council once a year at the AGM. If they come onto the Council during the year they are appointed until the next AGM when they are put forward for election by the members of NAGC. All Trustees are appointed onto the Council of Management for a term not exceeding three years after which time they must stand down although they may offer themselves for re-election. Every year one third of Trustees must stand down to make way, if needed, for new people to come onto the Council.

A full list of all the current members of the Council of Management and those who have served during the year may be found on Page 6 of this report, together with the names of the staff. The Patron, President and Vice President are also shown on this page along with the details of NAGC's bankers and auditors.

Trustees meet in full Council four or five times a year. In addition, each Trustee sits on one of the two committees – Strategy Development; or Operations. Both of these meet on the same day four or five times a year. The Chair of Council is invited to sit on both of their committees but they are chaired by other Council members.



CASE STUDY: Stacey

Stacey aged six, was unhappy at school. She was not completing her work so was not put on the G&T register for English. Her mum, Lisa, knew she was gifted because of the comprehensive stories Stacey was producing at home with lots of detailed narrative, but in English lessons Stacey was crying and not doing the work. With help, support and ideas from NAGC, Lisa was able to get to the bottom of Stacey's anxiety. Stacey was upset because she had a big story in her mind and knew she wouldn't have time to write it in the lesson. Mum was given strategies to help work on story planning so Stacey had a sense of completion about her work, at least getting the end of her story down on paper in note form. Lisa met with the teacher and they now have some stories Stacey has to complete in class as required by the school, but other stories that she brings home to write as an extended piece, which the teacher then looks at and discusses with her. Stacey is on the G&T register for English, is doing really well and is happy in class.

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iii) Trustee Recruitment

The Directors of the company are also Charity Trustees for the purposes of charity law and under the company's articles are known as members of the Council of Management. Under the requirements of the Memorandum and Articles of Association, the members of the Council of Management are elected to serve a period of three years after which they must be re-elected at the next Annual General Meeting.

It is important that the composition of the Council fully reflects the membership of NAGC and also the skill needs of the organisation. An evaluation takes place each year of both of these and the recruitment strategy for Council is determined accordingly.

As the principal objective of the National Association for Gifted Children (NAGC) is to support families of high ability children, the Council of Management seeks to ensure that such families are represented at Trustee level. The Council has therefore advertised widely to attract parents of high ability children onto both the Council and also its committees.

In addition, the Council has recognised the need to recruit people with a wider set of skills. It has a Trustee who is responsible for carrying out and updating the Council skills audit each year.

Advertising for new Trustees this year has once more included placing advertisements in NAGC's termly magazine as well as advertising within the wider community. Specific skills gaps in terms of PR and marketing, fundraising and legal skills, policy work and commercial skills have been identified this year. Gaps in the composition of the Council in terms of age have also been identified. As a result of this analysis,

Trustees were recruited with skills and experience in the policy arena and with a commercial background. An individual was also identified with PR experience but he has been recruited as an independent adviser to the Council rather than a Trustee.

(iv) Trustee Induction and Training

Before Trustees are appointed, they have a meeting with both the Chief Executive of NAGC and also the Chair. They are also invited to attend a meeting as an observer before they make a commitment to be appointed onto the Council.

Once this has happened, new Council members receive an induction pack containing detailed information about NAGC, the organisation and its work. They are also encouraged to spend half a day with the organisation at Head Office to meet with staff and be briefed on its work so that they can prepare themselves for effective and informed decision making.

This year this induction pack was reviewed and revamped and has been piloted with the new Trustees.

On the morning of every Council meeting, Trustees meet either as a committee or alongside staff members to undertake training for the benefit of moving the organisation forward. Examples of training covered this year include the:

- website
- shop area
- branch structure
- appraisal system for the organisation

In addition, Trustees are also encouraged to attend external training sessions to develop their own skills.

v) Management

Whilst the Council of Management is responsible for the strategic direction of the organisation, the Chief Executive is responsible for the management of the day to day affairs of NAGC and for implementing the policies agreed by the Council.

The responsibility of the Chief Executive therefore includes ensuring that the charity delivers its objectives and that key performance indicator targets are met. She is also responsible for the day to day operation of the charity, individual supervision of the staff team and the development of the organisation and its team members.

During this financial year, the only staff employed within the organisation are based at Head Office in Bletchley. In addition to the Chief Executive, they cover the following areas of work:

- Information and Advice Service
- Training
- Family Activities
- Membership Services
- Design and publications
- Marketing
- Website
- Finance
- Systems

In total ten staff were employed by NAGC by the end of April 2008 – three full-time and seven part-time.

NAGC also has a branch structure of volunteers in locations around the country. These branches run regular activities for children and provide support to parents and carers. Each of these branches has a committee running the work and is self-determining within the overall NAGC structure. In addition, NAGC has a small but growing number

of informal Family Network Groups which give families in an area the opportunity to meet and talk to each other on a regular basis.

NAGC also has a network of Parent School Partnership volunteers. These volunteers are trained to take on cases at a local level and to work with individual parents and schools for the benefit of gifted and talented children. In total, it is estimated that NAGC has more than 100 volunteers working for it on a regular basis around the country.

(vi) Wider links

In 2008, NAGC was pleased to announce the creation of a formal partnership with Select Education. Select Education is one of the UK's foremost providers of supply teachers and their drive and enthusiasm for supporting gifted and talented children encouraged NAGC to work with them. This has brought numerous benefits to the organisation in terms of extending the reach of our work. In recognition of the value of this partnership, in 2009 NAGC and Select Education were short listed for their work on the It's Alright to be Bright! Campaign by the Institute of Fundraising.

(vii) Internal controls

NAGC's internal controls are constantly being reviewed and refined on a rolling programme both within the Committee meetings and outside to improve their effectiveness and efficiency. Work has taken place this year to devise a structure for the capturing of key performance indicator data and for the use of this information both at a strategic level by the Council of Management and at an operational level by staff at their monthly meetings. This has helped to improve internal processes and made the KPI data a living document upon which key decisions are made.

(viii) Risk Assessment

The Trustees have developed a formal risk management process to assess business risks and implement risk management strategies. This process identifies the major risks (actual and potential) facing the charity in five risk areas: Governance; Operational; Financial; Environmental and External; and Law and Regulation (Compliance). Risks are scored on the two dimensions of likelihood and severity to identify the most significant or major risks. Possible measures or controls to mitigate the risks are then determined and, where possible, put in place. This reduces the likelihood or severity of the issue. A Risk Exposure and Controls Profile document has been compiled and is put on the agenda of every Committee and Council meeting for exception reporting as appropriate. The full Council receives reports from the committees at its meetings. This year, given the instability caused by the global financial crisis, we have sought to discuss any impact of this on the stability of the organisation. This has included drawing up contingency plans for different scenarios should they occur. One example of this would be NAGC's response to a reduction in core funding from the DCSF.

(ix) Council of Management's Responsibilities

The Trustees are responsible for the annual report and for the preparation of financial statements for each financial year, in accordance with the appropriate legal frameworks and standards of accounting practice. In preparing these financial statements, the Trustees are required to:

- Ensure that suitable accounting policies are established and applied consistently

“The partnership with NAGC has greatly strengthened Select Education's focus and knowledge about this key area of education. It has also been the first campaign undertaken by Select Education which has truly addressed and involved the families of the children, helping Select Education to reach a completely new audience, beyond the teaching profession and/or children.”

Select Education (soon to be Randstad Education)

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- Make judgements and estimates which are reasonable and prudent
- State whether the applicable accounting standards and statement of recommended accounting practice have been followed, are subject to any material departures, and are disclosed and explained in the financial statements and
- Prepare the financial statements on a going concern basis unless it is inappropriate to assume that NAGC will continue in operation

The Trustees have overall responsibility for ensuring that NAGC has appropriate systems and controls, both financial and otherwise. We are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of NAGC and which enable us to ensure that the financial statements comply with the appropriate Companies Act.

The Trustees are also responsible for safeguarding any assets of NAGC and for their proper application as required by charity law and hence for taking reasonable steps to prevent fraud and detect other irregularities and to provide reasonable assurance that:

- NAGC is operating efficiently and effectively
- Any assets are safeguarded against unauthorised use or disposition and are properly applied
- Proper records are maintained and financial information used within NAGC or for publication is reliable

- The maintenance and integrity of the corporate and financial information in NAGC's website and that
- NAGC complies with relevant laws and regulation

In drawing up these accounts and having them audited, the Council of Management is aware that, because of its size it is exempt from the requirement to formally audit its accounts under the current Companies Act. Notwithstanding, it has made the decision that it wishes to do this to ensure that it complies with best practice and that its affairs are transparent.

As far as NAGC's Council of Management is aware, there is no relevant audit information of which the charitable company's auditors are unaware. We have taken all the steps that we ought to have taken as Trustees to make ourselves aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

Business review

i) Overview

Although NAGC's activities are still restricted by funding insecurities, this year a real breakthrough has been made through the award of an additional government contract for work in the Black Country through the City GATES programme. In addition, the Trustees and management have sought, through diligent financial management, to keep any deficit down to the absolute minimum possible. This has involved looking at the sustainability of the organisation and seeking new ways to obtain funding such as corporate partnerships with other organisations and raising funds through advertising.

The net incoming resources for the year amounted to - £4,411 as shown in the financial statements (2007/8 -£10,968 net incoming resources).

Certain grants have been given for specific purposes and these are shown as restricted funds (see note 2). All other funds have been shown as unrestricted funds.

ii) Principal Funding Sources

Funding for NAGC comes from three principal sources~:

grants	£170,000
donations	£93,968
membership	£34,654
other	£29,034
Total	£327,656

Income from members

In 2008/9, income derived from individuals, families and others who joined NAGC amounted to £34,654 which represents a £10,087 reduction on the previous year (2007/8 £44,741).

DCSF funding

£170,000 was received again this year from the Department for Children Schools and Families in a tripartite agreement with CfBT, the organisation managing the gifted and talented education programme in England. This represents 51% of all the income received for the year (52% in 2007/8). We are extremely grateful to both the DCSF and CfBT for the amount of support they give to this work. Nevertheless, we have continued to work hard over the past year to see how we can diversify our income streams and reduce dependency on one source of income.

Donations

NAGC is very grateful for the donations received from Trusts, companies and individuals over the past year. Principal donations were made to the organisation

by the Verb Group, the Joseph Strong Fraser Trust, the Gilbert Edgar Trust, the G. M. Morrison Charitable Trust and the Fitton Trust.

We would also like to thank all those other individuals and organisations who made donations towards our work and helped to ensure we continued to provide a high quality of service to families of high ability children. In particular, gifts donated at Branch level are greatly valued by our members and volunteers and are reflected in the accounts.

iii) Reserves policy

Reserves are needed to meet the working capital requirements of the charity. The Council of Management annually examines the charity's requirements for reserves in the light of the main risks to the charity. A detailed analysis has been conducted to calculate the costs which would need to be covered in the event of the closure of the organisation or to respond to emergency situations that may arise from time to time. As a result, it has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be at least 50% of annual expenditure. It has also agreed that this policy and the calculations which substantiate it will be reviewed every two years.

Budgeted expenditure in 2009/10 is £389,385 and therefore the present target for reserves available to the charity is £194,693 in general funds. The current reserves amount falls short of the target level. Whilst the Council of Management is confident that, at this level, it would be able to continue the current activities of the charity for a period of time in the event of a significant drop in funding, the Council of Management may not reach its target in the short term. It therefore has

agreed to review its strategy on a regular basis and aims to build reserves through planned operating surpluses.

Small company exemptions

This report is prepared in accordance with the special provisions of Part 2 of the Companies Act 2006 relating to small companies.

Statement of disclosure of information to the auditors


We, the Directors of the company who held office at the date of approval of these financial statements as set out above, each confirm that, as far as we are aware:

- There is no relevant audit information of which the company's auditors are unaware and
- As the Directors of the company, we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information

Auditors

The auditors, Keens Shay Keens MK, Chartered Accountants and Registered Auditors, have indicated that they are willing to be reappointed at the forthcoming Annual General Meeting.

By order of the Council of Management:



Steve Ramsden
Chair of the Council of Management

14th October 2009

“Working collaboratively with parents and carers in an effective and meaningful manner is a priority of the South East Regional Gifted and Talented Partnership. NAGC supports and enhances this work through their participation at regional conferences and providing parental/carer information and support materials. NAGC has also been helpful in promoting the regional learning opportunities we have available.”

South East Regional Gifted and Talented Partnership