

# TRUSTEES REPORT FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2017

## Introduction

The Trustees present their annual report and accounts for the year ending 31<sup>st</sup> March 2017. The board of Trustees are satisfied with the performance of the charity during the year and the position at the 31<sup>st</sup> March 2017. The charity's assets are adequate to fulfil its obligations. The board of Trustees consider that the charity is in a strong position to continue its activities during the coming year and this has been taken into account during the Governance strategy review begun in October 2016 which will continue into 2017.

## Name, registered office and constitution of the Charity

The full name of the charity is The Association of Systematic Kinesiology. The charity is also known by the name ASK.

The Trustees are the governing body of ASK. They are currently five in number and have the following powers:

They support and make the provision of funds for the maintenance of training centres, professional standards, research and to increase public awareness of Systematic Kinesiology.

They maintain a register of persons who practise or are training to practise and / or instruct generally the practice of Systematic Kinesiology.

They raise funds by contributions and fund bursaries, grants, continued professional development seminars and support research.

## The legal registration details are:

**Type of Charity:** Charity and Company limited by Guarantee

**Date of incorporation:** 24<sup>th</sup> March 1988

**Company registration:** 2235125

**Charity registration number:** 299306

**Registered Office:** Unit 1b Theaklen House, Theaklen Drive, St Leonards on Sea TN38 9AZ

**Telephone:** 0845 0200383

**Email:** [admin@systematic-kinesiology.com](mailto:admin@systematic-kinesiology.com)

**Website:** [www.systematic-kinesiology.co.uk](http://www.systematic-kinesiology.co.uk)

## Objectives and Activities of the Charity

### A summary of the objectives of the charity as set out in its governing document

To advance education and promote awareness and research into the field of Systematic Kinesiology and to publish or support the useful results of such research.

### Public benefit that is provided by the Charity

Maintaining a register of persons authorized to practice Systematic Kinesiology.

Ensuring that practicing members maintain their CPD, first aid and insurance.

## **Summary of main activities of the Charity in relation to its objectives**

### **The Charity's grant making policies**

#### **Training Bursary**

ASK has provided a bursary to support members who wish to become tutors of ASK. This Bursary was taken up by 2 students this last year. The bursary is for the Award in training and Education (AET) qualification for professional members who qualify to become a tutor teaching Systematic Kinesiology. ASK pay for the costs quoted by The Academy of King's Training as follows: £200 online, £240 face to face in the London area and £300 outside of London. Ask has set a limit of £5000 per annum for the total number of students applying for the AET bursary.

#### **Grants**

The grant provision from ASK to offer a grant to Professional members for working in the NHS remains and now includes care homes and hospices. The Trustees propose this to include schools for future years. This also provides an opportunity to increase public awareness of kinesiology at a time when other therapies such as Reiki and yoga are being explored in some schools. The change in the grant provision last year to include giving talks and demonstrations was taken up by several members although still the numbers are low. There is a talk template available and the talk can also form part of a CPD for that member for that year.

The Trustees are developing a survey / questionnaire to send to the membership to find what their needs are and so guide the Trustees to supporting them and achieving the charity's aims and purposes to increase public awareness of kinesiology.

#### **Meetings**

The Trustees have had 5 meetings during the year. There were 3 face to face meetings and 2 meetings via Skype. The October meeting was an EGM to begin a Governance strategy review. This was with a view to reorganize the administration of ASK and consult more closely with our members to invite those with other skills to contribute in furthering the aims and objectives of ASK to promote Systematic Kinesiology making sure we are using the best of modern day technological advancements.

#### **Association days**

There were 3 association days this last year in June and October 2016 and January 2017. There was also a Professional training day in June 2016 which only Professional members can attend. Three of the speakers were from other Kinesiology schools and able to provide additional information on Kinesiology techniques and practice; three from ASK providing related information from their own experience and training in other areas and one from another discipline whose material helped to widen members knowledge of related therapies. As always these are always well attended and received by members. Next year the Trustees have decided to make the professional day a training day and to make it available to all members. These days provide diverse subjects in the context of how we can add to the knowledge, understanding and effectiveness of the use of kinesiology and related holistic practices, maintaining standards and continually evaluating and considering any risks. Association days are also an opportunity for the Trustees to network and to discuss ideas and concerns with the members. In addition they provide an opportunity to have a face to face meeting at the end of the day. The AGM is part of the June association day. ASK includes a relevant disclaimer on the bottom of all its literature recognising the limitations of the information given. Currently all the ASK seminars take place near to Gatwick. Many members need to travel a long way and therefore future plans include ASK day seminars in other areas of the country.

## **Continued Professional Development**

The annual CPD requirement, to maintain their Professional status, consists of 21 hours which is equivalent to 3 days postgraduate training each year. With an increasing number of related courses, four association days, related courses available in various forms and with the membership being highly motivated in self directed learning this requirement is easily fulfilled. Members need to submit their completed signed form by the 31<sup>st</sup> December. Members also have the option of giving a talk for 1 of their CPD's. Other ways to obtain CPD are being considered due to limited funds when first qualified and costs of travelling. Improved technology and the internet now enable many members to view on line resources which could contribute to their annual CPD requirement.

## **Newsletters**

ASK produced 3 newsletters with current information about the ASK for the membership as well as contributions from the membership, revision techniques and updates from research done by ICAK USA.

## **Health Shows**

The Mind, Body, Spirit (MBS) in Birmingham in November 2016 was attended for the first time to promote public awareness. This was very successful and ASK has registered to attend again in 2017. An ASK member also organised and attended a smaller show in Caversham.

In previous years ASK has always attended the CamExpo show in London. This show has now closed and the Trustees recognise with the success of the MBS show in Birmingham and the interest in members to organise and attend smaller shows, this is an excellent opportunity to allocate resources in the future to expand the area of the shows to throughout the UK and are identifying members who would like to take part to demonstrate at or organise shows.

Shows increase the public awareness of Systematic Kinesiology where they can interact with the membership, experience a therapy session and discuss its outcomes with therapists, take away leaflets explaining about Kinesiology as well as advertising therapy sessions and training. Other London shows are also available such as the MBS in London which ASK used to attend and newer shows such as the Allergy .... And mindfulness shows are also possibilities.

Broader base around the UK: The Trustees want to involve the membership more by increasing the number of events organisers, identifying more shows around the UK. They are therefore allocating more resources to this activity.

## **Membership**

The current membership is: 523 members: 155 Diploma, 71 Certificate and 275 associate numbers showing an increase on 2015 to 2016 period. Members consist of associate members who are either doing or have completed the foundation course; Professional certificate members who have completed a certain level towards their diploma and Professional diplomates who have completed all the ASK requirements. The membership fees are the main income for the charity. Membership fees will remain the same for the next year. However, in this climate, the Trustees recognise it is important to find more ways to support their membership are some ways to ensure we maintain value for their money. Asking the membership for ideas and looking at how other therapies and support the membership will be done. Leaflets and posters are made available to the membership and recruiting members who have other skills base such as design I enabling the Trustees to develop other marketing products such as badges for the members and information cards for circulation to the public. ASK associate members are exempt from paying for their first ASK day seminar attendance to support their development of self directed learning for the future.

## **Training**

ASK currently accredits 3 main schools which teach systematic kinesiology from Foundation level to full diplomate status. There are more than 20 tutors around the UK and with the offer of a bursary ASK encourages diplomates to train to teach.

Knowledge, competency and professionalism is achieved in kinesiology to diplomate status through the use of highly interactive courses which include lectures, demonstration, work shopping, reflection and feedback, submission of case studies and evaluation of competency. Diplomate students also need to have knowledge in anatomy, physiology and nutrition and ASK is continually evaluating courses available to ensure their members maintain a high level of learning in these areas. Courses accepted by ASK are placed on the Website.

## **First aid**

As from June 2014 all professional members are required to hold a valid first aid certificate. Insurance.

## **Balens Insurance**

ASK is affiliated with Balens insurers and Balens provide a competitive block scheme for professional insurance for ASK members and also insurance for the Trustees. In order to be accepted for insurance members need to hold a current first aid certificate. This ensures maintenance of professional standards.

## **Website**

The Website provides the public with current members contact details. It also has section on the history of ASK, what kinesiology is and a copy of the code of ethics and practice, disciplinary code and Governing document. There is a video explaining what kinesiology.

## **Research**

ASK currently has a reserve of £2000 for a research project investigating the role if any, systematic kinesiology could have in helping people with IBS at the University of Westminster . This project is currently on hold. Although ASK does not treat specific conditions IBS is a multifactorial problem reflecting gut imbalance. However there is a significant cost associated with doing valid research and ASK feel they are better placed to support ongoing research in kinesiology from other kinesiologists affiliated with ASK and kinesiology bodies in the form of donations. More papers are being published in relation to the efficacy of kinesiology.

## **ASK Facebook**

ASK have associate and professional closed groups on Facebook. This is proving to be an excellent way to share questions, concerns and ask for advice between the membership. It is also an excellent source to communicating new research in the field of kinesiology and enables ASK to link with many excellent other Kinesiology groups all over the world as well as other related therapies. The site is monitored by the Trustees and administrator to make sure only good relevant material appears there.

## **Data protection**

ASK maintains its registration with ICO that began in 2002.

## **Future practice**

### **Charity Commission Consultation Document**

ASK are currently working with the charity commission, the Alliance for Natural Health and the CMA to respond to the recent in March 2017 by May 2017

## **Governance Strategy review**

The Trustees held an EGM in October 2016 to begin a Governance strategy review. The review was deemed necessary to review the Trustee governance of ASK and the supportive role of administration in this purpose. The trustees noted that the Governing document was last reviewed in 2011 and so a review of this would begin in 2017. The Trustees feel the method of re election of Trustees is outdated and needs clarifying and reviewing so the membership can understand better how the charity's memorandum and articles of association are derived. Trustees recruitment strategy would also be reviewed to be in line with current methods with a view to recruit more Trustees in 2017 / 2018. This would be finalised by October 2017.

Another aim was to consider ways to increase our membership. ASK have a healthy reserve, some of which the Trustees recognise can be used to take advantage of many improved resources and technologies such as expanding the number of shows to around the UK and supporting research via donations. At the same time re evaluating the administration to streamline this in view of modern day technologies was deemed important so that our costs remain reasonable compared to the income for a smaller charity. We want to increase the percentage growth of the membership each year and feel the reserve will enable ASK to advertise and promote Kinesiology much more effectively in the following year.

The Trustees recognise ASK has a healthy reserve and with changing times e.g. losing the CAMexpo show in London, the Trustees recognise it is an important time to review the strategy for ASK to find ways to further our purpose and support its membership while it continues to grow.

As part of this review ASK will consider all its policies including complaints handling and conflict of interest. Code of Conduct, Code of Ethics and Practice and the Disciplinary code.

## **Trustees CPD**

Two Trustees attended the Westminster briefing on 'Effective Charity Management: regulation, Governance and the law' in March 2016. This highlighted the need for reviewing the Governing document and other areas to bring them in line with current thinking and technology. The Trustees made some excellent connections including with a Charity Lawyer for support and advice when needed. There is also a lot of online videos to support and guide Trustees. Trustees also access the charity commission guidance documents and plan to join the NCVO for additional support and guidance through their Governance review as it continues into 2017.

We are also focussing, as mentioned earlier to find out from the membership what skills they have and how they might like to be involved in the development of ASK. We have already identified several areas of expertise relating to events management, design and mentorship.

## **CNHC board for Kinesiology**

One of ASK's members is currently part of the self regulatory group, the Professional Standards Authority (PSA). This group are currently working with other kinesiology groups to develop a common goal and agreed performance criteria. This is important for public awareness of what each Kinesiology category means and to maintain high professional standards as originally developed by the national occupational standards (KNOS).

## **NALSH / Balens**

In May one of the Trustees attended a forum event by Balens called NALSH: Natural Approaches to Lifestyle, Self-Care and Health. ASK joined to become part of the NALSH Community initiative in July 2016. Its aims were research into the effectiveness of 'CAM' and other Natural Health and Lifestyle

interventions in their widest context, with large number data analysis. The development of the questionnaire has been ongoing and will be ready to send out to members in 2017.

## **Structure, Governance and Management**

### **Nature of the Governing Document and constitution of the charity**

The charity is a company limited by guarantee, governed by its Memorandum of Articles of Association as amended in April 2011, and Bye laws and is registered under the Companies Acts 1985 and 1989.

### **The methods adopted for the recruitment and appointment of new Trustees**

The membership are invited to nominate candidates. The Trustees appoint a new Trustee from the nominees based on experience, skills, support of ASK and when they may contribute to ASK achieving its aims and objectives. The Trustees will consider a lay person based on their background and when a particular skill they have may benefit the aims of ASK and their general support of ASK. The recruitment process for recruitment of Trustees is currently under review with a view to recruit additional Trustees in 2017 if there is there is a need for other skills and experience.

### **The major risks to which the charity is exposed and reviews and systems to mitigate risks**

The Trustees consider there are no major risks to the charity

## **Financial Review**

### **Policies on reserves**

The Trustees have instigated a Governance strategy review to include a review of the use of assets and find ways to improve growth whilst maintaining the current levels of reserves. This policy is justified in that the Trustees are confident that in the present climate there continues to be a steady growth in its assets each year and that adequate reserves will be in place to maintain the activities of the charity

### **Gift aid**

ASK is recognised by HMRC for Gift Aid and for this last financial period ASK received £5xxxxx

### **Availability and adequacy of assets of each of the funds**

The board of Trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

### **Share capital**

The company is limited by guarantee and therefore has no share capital

### **The members of the Board of Trustees of the Charity during the year ended 31<sup>st</sup> March 2017 were:**

Mr Alan Lam  
Ms Elaine Mills  
Ms Allison Prebble  
Dr Sally Prestwich  
Ms Liz Sippy

All the directors of the company are also Trustees of the charity and their responsibilities include all the responsibilities of directors under the Companies Acts and of Trustees under the Charities Acts.

**The members of the Board of Trustees of the Charity at the date the report and accounts were approved**

**Were:**

Mr Alan Lam  
Ms Elaine Mills  
Ms Allison Prebble  
Dr Sally Prestwich  
Ms Liz Sippy

**Independent Examiner**

Mr Ian Barr

**Statement of Directors and Trustees Responsibilities**

The Charities Act and the Companies Act require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:

- Select suitable accounting policies and then apply them consistently
- Make judgments and estimates that are reasonable and prudent
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities act. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report and the responsibility of the independent examiner in relation to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

**Method of preparation of the accounts**

**This report was approved by the Board of Trustees on:**

**Dr Sally Prestwich**  
**Director and Trustee**