



AIREBOROUGH LEARNING PARTNERSHIP TRUST

The Aireborough Learning Partnership – a Co-operative Trust

Trustees' report and financial statements for the year ended 31 March 2019

**A Company limited by guarantee
Company number: 8819550**

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Legal and administrative information

| | | |
|------------------------------------|--|--|
| Company registration number | 8819550 | |
| Registered office | Guiseley School. Fieldhead Road, Guiseley. | Jan 2019 |
| Trustees | <p>Alison A Anslow Simon D Armstrong Sally Buckton Julie Beardwell <i>Maxine G Bell</i> Paul Clayton Veronica H Dandy Kirsten J Finley <i>Jason King</i> Anne Lawton Dawn M Lowry Delia Martin Duncan Martin Dale Norris Heather L Pinches Lisa Piotrowicz Kath Jennings Jennifer J Place Jennifer A Rivas Pérez Will Riley Caroline E Sibson Lee Talbot Simon R Toyne David JM Winters</p> | <p><i>Appointed/Resigned during the year on:</i></p> <p><i>Appointed on 1.9.18</i></p> <p><i>Resigned on 31.8.18</i></p> <p><i>Resigned on 31.8.18</i></p> <p><i>Resigned on 25.2.19</i></p> <p><i>Appointed on 14.1.19</i></p> <p><i>Appointed on 1.9.18</i></p> <p><i>Appointed on 1.1.19</i></p> |
| Company Secretary | Richard Lewis-Ogden | Appointed 05 Feb 18 |
| Solicitors | DWF LLP 1 Scott Place 2 Hardman Street Manchester M3 3AA | |
| Member Schools | <p>Guiseley School Guiseley Primary School and Aireborough Children’s Centre Queensway Primary School and Aireborough Children’s Centre Rawdon Littlemoor Primary School Rufford Park Primary School Tranmere Park Primary School Yeadon Westfield Infants School Yeadon Westfield Junior School</p> | |
| Partner Schools | Benton Park School | |

| | | |
|------------------------------|---|--|
| | Hawksworth C of E Primary School Rawdon St. Peter's C of E VC Primary School St. Oswald's C of E Primary School | |
| Partner Organisations | Aireborough Children's Services Leeds City Council Leeds Trinity University | |
| Co-operative Partner | SA Soccer Ltd. (Previously 5's Soccer Yeadon Ltd.) | |

Report of the Trustees (incorporating the Directors' report) for the year ended on 31 March 2019

The Trustees present their report and financial statements for the year ended 31 March 2019. The Trustees who are also directors for the Aireborough Learning Partnership Trust (ALPT) for the purposes of company law and who served during the period and up to the date of this report are set out on page 3.

Structure, governance and management

Company and charity status

The Aireborough Learning Partnership – a Co-operative Trust is a charitable Trust and company limited by guarantee created under the auspices of the School Standards and Framework Act 1998 and uses a DfE approved model Memorandum and Articles of Association. The company was registered on 18 December 2013 with company number 8819550 and is a private company limited by guarantee. As the ALPT is a Foundation Trust for the schools it is an exempt charity regulated by the DfE and therefore does not need to register with the Charities Commission.

Purpose of the Trust

The Trust was set up to act as the foundation of the Schools for the purpose of the School Standards and Framework Act 1998 and as such administers and manages the property and other assets of The Aireborough Learning Partnership - a Co-operative Trust for the public benefit as defined by the Memorandum and Articles of Association.

The purpose of the Trust is set out in the objects of the Articles of Association:

The Objects of the Trust are to advance the education of the learners at the Schools, to advance the education of other members of the community, and otherwise to benefit the community, it being acknowledged that in carrying out the Objects the Trust must (where applicable) have regard to its obligation to promote community cohesion under the Education Acts.

It is intended that:

- the curriculum and ethos of the Schools will place an emphasis on, and include a commitment to students learning about, the Co-operative values, with the aim of encouraging all learners to become better citizens, not only while they are learners but during the rest of their lives;
- the Schools will actively participate in the work and activities of The Schools Co-operative Society and provide and receive support through the mutual support network for schools established by The Schools Co-operative Society; and
- the Trust will be a member of The Schools Co-operative Society

Recruitment and appointment of Trustees

Members of the Trust's Board are directors for the purpose of company law and Trustees for the purpose of charity law. The composition of the Trustee board is as follows:

- 2 Trustees appointed by each of the Member Schools
- 1 Trustee appointed by each organisation designated¹ as a partner organisation
- 2 Trustees appointed by the Forum² from amongst their number and
- 1 Trustee appointed by or with the approval of The Schools Co-operative Society.

Note 1: An organisation designated as a partner organisation in accordance with Article 13.1.4 of the Trust's Memorandum and Articles of Association.

Note 2: The Forum is a stakeholder group of people elected by each constituency of members. There have been no trustees appointed by the forum to date.

Members

The subscribers to the Memorandum are the first members of the Trust.

Subject to any restrictions imposed by the Education Acts, membership of the Trust is open to any other individuals or organisations interested in promoting the Objects who qualify for membership of one of the constituencies specified below and are approved by the Trustees and consent in writing to become a member.

The Trust will have the following constituencies of members³:

1. a learners' constituency, open to learners currently registered at any of the Schools
2. a parents' and carers' constituency, open to any parent or registered carer of a learner currently registered at any of the Schools
3. a staff constituency, open to any person employed by any of the Schools
4. a local community constituency, open to any person who, in the absolute discretion of the Trustees, has a legitimate interest in any of the Schools
5. community organisations, open to any organisation, whether statutory, charitable, voluntary, or trading for social or commercial purposes, which in the absolute discretion of the Trustees, has a legitimate interest in any of the Schools

In addition, the Trust may have an Alumni constituency, open to anyone who was at any time a learner registered at any of the Schools.

Governance

The Trust Board meets at least three times a year and elects a Chair from amongst its number. During the year ended 31 March 2019 the Chair of the Trustee Board was Paul Clayton. The Trustee Board is responsible for the strategic direction and policy of the Trust.

Trustees' induction and training

All Trustees are provided with induction training, including reference to the SOGGS⁴ guidance booklet which explains the responsibilities of a charity Trustee and where to find further information about being a company director. Trustees are referred to the Articles of Association of the Trust and required to make themselves familiar with the provisions contained within this document.

Management

During the year ended 31 March 2019 the Headteachers' group continued to work effectively on developing teaching and learning to meet the key objectives of the Trust:

- to raise standards and attainment for all children in the partnership
- to increase and create vibrant learning opportunities for all
- to create strong working relationships between all co-operative members
- to use resources in a more creative and collaborative way.

Risk Management

The Trustees have assessed the major risks to which the charity is exposed and continue to monitor the arrangements and systems in place to mitigate those risks. The Trustees seek appropriate advice, for example, through Leeds City Council who are partners of the Trust.

Note 3: To date, no members have been formally admitted.

Note 4: SGOSS is a charity that exists to recruit volunteers with transferable skills to join governing bodies in schools.

Vision and Values

Vision

The Trust's vision is:

Making a difference through: collaboration, aspiration, inclusion, challenge and reflection.

The Co-operative values

Self-help, self-responsibility, democracy, equality, equity and solidarity.

The Co-operative principles of membership

Voluntary and open membership, democratic member control, member economic participation, autonomy and independence, education, training and information, cooperation among members, concern for the community.

Key objectives

- to raise standards and attainment for all children in the partnership
- to increase and create vibrant learning opportunities for all
- to create strong working relationships between all co-operative members
- to use resources in a more creative and collaborative way.

Achievements and Performance

During the year ended 31 March 2019 the Trustees met three times for formal Trustee board meetings and the Headteachers' group have met a further six times to develop the work on the key areas identified as:

1. Teaching and Learning, including Partnership
2. Development of Membership, Marketing, Events and Community
3. Resources

The Headteachers' group reports back to the Trustee Board through the minutes of the meetings. Reports on the achievements and performance are presented below.

Teaching and Learning

Teaching and learning has continued to be the key area of work for the Trust. Since the last AGM Headteachers have continued to work together to develop 'shared review' activities across schools. This work has been quality assured/validated by Tim Richards, School Improvement Adviser for the primary schools. There was a particular focus on Pupil Premium provision and this is fed into a report delivered in July 2018. The gap in progress for Pupil Premium students across the Trust is 4 months in Early years rising to 20 months by the time students leave secondary school. Tim Richards work in this area focused on the barriers to learning that exist both in school and at home. This resulted in Trust schools exploring the ways in which they can further establish high expectations for all.

As a key aspect of the Pupil Premium review and as a response to proposals by Ofsted to develop the inspection framework to focus on the quality of curriculum, the Trust established the first joint training day which took place on 5th November 2018.

The highly successful training day involved a key note presentation from Andy Cope, who delivered a session on wellbeing and establishing routines that ensure a positive approach to education throughout the organisation. This was followed by a number of workshops in subject specific areas involving both primary and secondary staff across Key Stages 1-5. Staff collaborated in these workshops to establish a greater shared

understanding of the curriculums across phases and schools in order to further develop coherent curriculums across the Trust in the coming months.

The Trusts first joint training day with keynote speech from Andy Cope:



Schools within the Trust also continued to work together to monitor and review standards. Staff from member and partner schools completed monitoring visits to provide objective feedback that allowed schools to progress with plans to improve the quality of delivery.

In addition, a programme of subject leader meetings continues to operate across the ALPT for maths, English, science, PE, assessment and Early Years. These have allowed for the moderation of work across schools, the development of consistency of approach in key areas of the curriculum and subject development.

Events and Community

Art Exhibition

From the 19th-20th June 2018 we held our annual art exhibition at Guiseley Methodist Church. All the schools belonging to the Trust produced fantastic pieces of art based on the theme "Recycled Art". All twelve schools visited the exhibition with small groups of children to contribute to a large piece of art that was produced over the 2 days. An ocean scene was created by using different painting techniques to form the backdrop and by using plastic bottles to make jellyfish for the 3D piece of work.

The exhibition was open during the daytime but we also opened late on the Tuesday evening to allow more of the local community to view the art. Anita Bowerman, official artist of the Tour de Yorkshire 2015 gave a presentation about her own recycled art and her use of recycled tools such as feather quills and twigs that she uses to paint with. She gave a demonstration of some of the techniques she uses; her talk was both interesting and informative. She brought along some of her work for us to view and was very impressed by the children's work.

When the children came to visit with their schools, in addition to contributing to the large piece of ocean themed art, they also had time to look at the work the other schools had made for the exhibition. The exhibition as a whole was a great success and was enjoyed by many generations of the community.

Students work on display at the exhibition:



Sports Events

Joint APLT sporting events took place across the year with high numbers participating. Events included dodgeball and football tournaments.

Trust Choir

Towards the end of the financial year, the Trust established a cross-school choir which will be performing at the 2019 Art Exhibition and hopefully at further events during the year including a proposed performance at Morrison's in Guiseley.

Staffing and Resources

Further joint CPD and training sessions were delivered during the year, including Safer Recruitment, Safer Working Practice and Child Protection Basic Awareness, in addition to the teaching and learning activities. Further training sessions have been agreed for 2019-20 academic year and these will be available to all new staff from Trust schools.

Future plans

The Trust will be exploring the opportunity for further Governor training in the 2019-20 academic year as well as holding a joint training session for support staff in September and a further full ALPT training day during the Autumn Term. Tim Richards stepped down from his role as School Improvement Advisor during the year and the role has been taken on by Brian Beal who the Trust schools have been working with during 2018-19 and this work will continue into the new academic year.

Financial Statements

Statement of the Trustees' responsibilities

The Trustees, who are also directors of The Aireborough Learning Partnership – a Co-operative Trust for the purposes of company law, are responsible for preparing the Trustees' annual report and the financial statements in accordance with applicable law and generally accepted accounting practices.

Company law requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing these financial statements the Trustees are required to:

- Select suitable accounting policies and apply them consistently
- Observe the methods and principles in the charities SORP (Statement of Recommended Practice)
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK 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 charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

On behalf of the Board of Trustees

Richard Lewis-Ogden
Company Secretary
01 July 2019

Statement of financial activities, incorporating the income and expenditure account, for the year ended 31 March 2019

| | Notes | Year ended 31 March 2019 | Year ended 31 March 2018 |
|---|-------|--------------------------------|--------------------------------|
| | | £ | £ |
| Incoming resources | 4 | | |
| Contributions from member and partner schools | | 12,000 | 12,000 |
| Grants received | | 5,000 | 200 |
| Total incoming resources | | 17,000 | 12,200 |
| Resources expended | | | |
| Charitable activities | 5 | 10,367 | 2,676 |
| Governance costs | 7 | 7,192 | 7,396 |
| Total resources expended | | 17,559 | 10,072 |
| Net incoming/(outgoing) resources for the period | | (559) | 2,128 |
| Total funds brought forward at 01 April 2018 | | 8,612 | 6,484 |
| Prior year adjustments | 8 | (1,845) | 0 |
| Total funds carried forward at 31 March 2019 | | 6,208 | 8,612 |

The notes on pages 12 to 15 form an integral part of these financial statements.

Balance sheet as at 31 March 2019

| | Notes | 31 March 2019 | 31 March 2018 |
|---|-------|------------------|------------------|
| | | £ | £ |
| Current assets | 11 | | |
| Current balance held on account | | 11,678 | 8,612 |
| Contributions due from Trust schools | | 0 | 0 |
| | | <u>11,678</u> | <u>8,612</u> |
| Creditors: amounts falling due within one year | 12 | | |
| Grant due to Trust Schools | | 5,000 | 0 |
| Reimbursement re registration fees | | 53 | 0 |
| VAT to be reclaimed | 13 | 417 | 0 |
| | | <u>5,470</u> | <u>0</u> |
| Net current assets | | 6,208 | 8,612 |
| Net assets | 14 | <u>6,208</u> | <u>8,612</u> |
| Funds | | | |
| Unrestricted income funds | 15 | 1,208 | 8,612 |
| Restricted income funds | 16 | 5,000 | 0 |
| Total funds | | <u>6,208</u> | <u>8,612</u> |

In approving these financial statements as Trustees of the company we hereby confirm that:

1. for the period stated above the company was entitled to the exemption from audit requirements conferred by section 477 of the Companies Act 2006
2. no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 31 March 2019
3. we acknowledge our responsibilities for:
 - 3.1. ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006 and
 - 3.2. preparing financial statements which give a true and fair view of the state of affairs of the company at the end of the financial period and of its profit and loss for the period then ended in accordance with the requirements of sections 394 and 395 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the board of on Monday, 01 July 2019 and signed on its behalf by

Paul Clayton
Chair of Trustees

The notes on pages 12 to 15 form an integral part of these financial statements.

Notes to the accounts

1. Basis of preparation

These accounts have been prepared on the basis of historic cost in accordance with Accounting & Reporting by Charities - Statement of Recommended Practice (SORP 2005) and with Accounting Standards and with the Charities Act 1993 and the Companies Act 2006.

2. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the accounting period.

2.1. Incoming resources

Incoming resources are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources
- the Trustees are virtually certain they will receive the resources and
- the monetary value can be measured with sufficient reliability.

Where incoming resources have related expenditure the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources and are recognised in full in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

Donated services and facilities are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

The value of any voluntary help received is not included in the accounts but is described in the Trustees' annual report.

2.2. Resources expended

Expenditure is recognised on an annual basis as a liability is incurred. Expenditure includes VAT, which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of the activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

3. Investment income

There was no investment income received during the period.

4. Incoming resources from charitable activities

| | Unrestricted funds | Restricted funds | Year ended 31 March 2019 | Year ended 31 March 2018 |
|----------------------------------|--------------------|------------------|--------------------------|--------------------------|
| Contributions from Trust schools | £12,000 | £0 | £12,000 | £12,000 |
| Grant received | £0 | £5,000 | £5,000 | £200 |
| | <u>£12,000</u> | <u>£5,000</u> | <u>£12,200</u> | <u>£12,200</u> |

5. Cost of charitable activities – by fund type

| | Unrestricted funds | Restricted funds | Year ended 31 March 2019 | Year ended 31 March 2018 |
|---------------------------------|--------------------|------------------|--------------------------|--------------------------|
| Children’s and community events | £1,013 | £5,000 | £6,013 | £1,481 |
| Professional development | £4,354 | £0 | £4,354 | £1,195 |
| | <u>£5,367</u> | <u>£5,000</u> | <u>£10,367</u> | <u>£2,676</u> |

6. Cost of charitable activities - by activity

| | Activities undertaken directly | Year ended 31 March 2019 | Year ended 31 March 2018 |
|---------------------------------|--------------------------------|--------------------------|--------------------------|
| Children’s and community events | £6,013 | £6,013 | £1,481 |
| Professional development | £4,354 | £4,354 | £1,195 |
| | <u>£10,367</u> | <u>£10,367</u> | <u>£2,676</u> |

7. Governance costs

| | Unrestricted funds | Year Ended 31 March 2019 | Year Ended 31 March 2018 |
|---------------------------------------|--------------------|--------------------------|--------------------------|
| Salary costs | £5,017 | £5,017 | £2,992 |
| Staff training | £0 | £0 | £84 |
| Staff travel | £0 | £0 | £301 |
| Communications | £92 | £92 | £93 |
| Marketing costs | £0 | £0 | £1,515 |
| Web hosting & website development | £200 | £200 | £60 |
| Meeting costs | £1,510 | £1,510 | £1,338 |
| Company secretary costs | £0 | £0 | £1,000 |
| Data Protection Officer Service | £320 | £320 | £0 |
| Information Commissioner Registration | £40 | £40 | £0 |
| Companies House – Annual Return | £13 | £13 | £13 |
| | <u>£7,192</u> | <u>£7,192</u> | <u>£7,396</u> |

8. Prior Year Adjustments

| | | |
|----------------------------------|----------------|----------|
| | £ | £ |
| Income double counted in 2016/17 | (1,200) | 0 |
| VAT adjustment 2016/17 | (408) | 0 |
| VAT adjustment 2017/18 | (237) | 0 |
| | <u>(1,845)</u> | <u>0</u> |

9. Employees

Since the start of this financial year, the Trust has one employee who is employed through Rufford Park Primary School with the associated costs reflected above. No expenses are paid to Trustees.

10. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes act 1988. Accordingly, there is no taxation charge in these accounts.

11. Debtors

As at 31 March 2019 there were no amounts due to the Trust.

12. Creditors

At 31 March 2019, £5,000 received from a grant was held by the Trust and was paid to two of the Trust's primary schools during the following financial year.

The Company Secretary was due to be reimbursed for expenses for the Companies House annual submission fee (£13) and the registration with the Information Commissioner (£40).

There were no creditors at the end of the previous financial year.

13. Value Added Tax

The Trust is not registered for VAT. The adjustment in the accounts relates to VAT having being claimed in error on some expenses paid through the schools' financial systems.

14. Analysis of net assets between funds

| | Unrestricted funds | Restricted funds | Total funds |
|---|--------------------|------------------|---------------|
| | £ | £ | £ |
| Fund balances at 31 March 2019 as represented by: | | | |
| Net Assets held | <u>1,208</u> | 5,000 | <u>6,208</u> |
| | <u>£1,208</u> | <u>£5,000</u> | <u>£6,208</u> |

15. Unrestricted funds

| | | | | | |
|----------------------------|---------------|-------------|-----------|-----------|---------------|
| | At | Prior year | Incoming | Outgoing | At |
| | 01 April 2018 | Adjustments | resources | resources | 31 March 2019 |
| General unrestricted funds | £8,612 | £(1845) | £12,000 | £12,559 | £6,208 |

16. Restricted funds

| | At 01 April 2018 | Incoming resources | Outgoing resources | At 31 March 2019 |
|------------------------|-----------------------------|-------------------------------|-------------------------------|-----------------------------|
| Restricted grant funds | £0 | £5,000 | £5,000 | £0 |

17. Company limited by guarantee

Aireborough Learning Partnership - a Co-operative Trust is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required, not exceeding £1, to the assets of the charitable company in the event of this being wound up while he or she is a member or within one year after he or she ceases to be a member.