



AIREBOROUGH LEARNING PARTNERSHIP TRUST

# The Aireborough Learning Partnership – a Co-operative Trust

Trustees' report and financial statements for  
the year ended 31 March 2017

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

## Contents

Legal and administrative information .....	4
Report of the Trustees (incorporating the Directors' report) for the year ended on 31 March 2017 .....	6
Structure, governance and management.....	6
Company and charity status .....	6
Purpose of the Trust .....	6
Recruitment and appointment of Trustees.....	6
Members .....	7
Governance .....	7
Trustees' induction and training.....	7
Management .....	7
Risk Management .....	7
Vision and Values.....	8
Vision .....	8
The Co-operative values .....	8
The Co-operative principles of membership .....	8
Key objectives.....	8
Achievements and Performance .....	8
Teaching and Learning, including Partnership Report .....	8
Development of Membership, Marketing, Events and Community Report .....	9
Resources report .....	9
Future plans.....	10
Another local primary school has sought to join the ALPT as a partner school which will strengthen our community and transition work. ....	10
Volunteers .....	10
Financial Statements .....	11
Statement of the Trustees' responsibilities.....	11
Statement of financial activities, incorporating the income and expenditure account, for the year ended 31 March 2017.....	12
Balance sheet as at 31 March 2017.....	13
Notes to the accounts .....	14



## Legal and administrative information

<b>Company registration number</b>	8819550	
<b>Registered office</b>	Guiseley School Fieldhead Road Guiseley Leeds LS20 8DT	
<b>Trustees</b>	<p>Alison A Anslow Simon D Armstrong Julie Beardwell Maxine G Bell Veronica H Dandy Alun J Davies Paul R Dickinson Kirsten J Finley <i>Shelagh Henderson</i> <i>Rachel Hutton</i> Jason King Anne Lawton Dawn M Lowry Delia Martin Paul F Morrissey Andrew Mottram Dale Norris <i>Shirley Parks</i> Heather L Pinches Lisa Piotrowicz Jennifer J Place Michael K Purches Jennifer A Rivas Pérez Caroline E Sibson Simon R Toyne David JM Winters</p>	<p><b>Appointed/Resigned during the year on:</b></p> <p><i>Resigned 31 Aug 16</i> <i>Resigned 23 Jan 17</i> 23 Jan 17 23 Jan 17</p> <p>Resigned 23 Jan 17</p> <p>Resigned 07 Jul 16</p>
<b>Company Secretary</b>	Catherine A Beaton	
<b>Solicitors</b>	DWF LLP 1 Scott Place 2 Hardman Street Manchester M3 3AA	
<b>Member Schools</b>	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	
<b>Partner Schools</b>	Benton Park School Hawksworth C of E Primary School NW SILC Rawdon St. Peter's C of E VC Primary School	
<b>Partner Organisations</b>	Aireborough Children's Services Leeds City Council Leeds Trinity University	
<b>Co-operative Partner</b>	SA Soccer Ltd. (Previously 5's Soccer Yeadon Ltd.)	

## **Report of the Trustees (incorporating the Directors' report) for the year ended on 31 March 2017**

The Trustees present their report and financial statements for the year ended 31 March 2017. 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 designated<sup>1</sup> as a partner organisation
- 2 Trustees appointed by the Forum<sup>2</sup> 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.*

## **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 members:

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 2017 the Chair of the Trustee Board was Alison Anslow. 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 SOGGS<sup>3</sup> 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 2017 the three working parties established by the Trust Board to manage the operational objectives of the Trust were combined and the work undertaken by the Headteachers' group as this was a more effective way of working. The groups that had been set up were designed to work on the following specific areas:

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

## **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: SGOSS is a charity that exists to recruit volunteers with transferable skills to join governing bodies in schools*

## **Vision and Values**

### **Vision**

During the year the Trust's vision and values were revisited and refreshed and were agreed as:

**Making a difference through: collaboration, aspiration, reflection, challenge, inclusiveness and impactfulness.**

### **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 2017 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 these three key areas on the achievements and performance are presented below.

### **Teaching and Learning, including Partnership Report**

One key area of work focused on using reading data sets across the Trust to identify areas for schools to prioritise and to identify potential opportunities for collaborative working on specific cohorts across the schools and to aid primary to secondary transition.

The data used was drawn from Fisher Family Trust, RAISEonline and each schools' latest Ofsted report.

Overall findings show that there is high class delivery of KS1 and KS2 work. At KS1 the Trust schools are above the national average across all areas. They are further above average at the expected level rather than the greater depth level. This may mean that talented pupils could be identified earlier. The figures also indicate areas where each school may wish to plan more activity. At KS2 as a Trust the schools are performing above the national average. Provision is good and pupils are doing really well. This information is a very valuable tool in helping schools to plan future activity and is to be developed in to a full report and recommendations. Opportunities are to:

- Identify what work each school is doing at greater depth level. This will be used to develop a good practice and common strand approach for shared action and outcomes.
- Group schools into small groups based on common needs to work in more depth with Tim Richards Schools Improvement Administrator to develop strategies.
- Work with school governors to increase their knowledge in this area.
- Identify areas for the Trust to promote itself and the impact of its work more widely.



In addition the Headteachers' group agreed that drawing up a detailed view of all training available on areas such as moderation groups, subject groups, teach meets etc. would be beneficial and should be addressed during the course of the next year.

Additionally, a programme of learning walks by Headteachers in each other's schools to act as a critical friend and also to share best practice has been introduced. This has worked very well and will be continued.

It was further agreed that all Trust primary schools will adopt the same percentage levels for assessment.

### **Development of Membership, Marketing, Events and Community Report**

An Art exhibition was held on 14 & 15 June 2016 at the Trinity Hall in Rawdon to showcase the work of all Trust schools in the local community. This was a successful event which developed the children and young people's sense of belonging to the ALPT. A similar event is being planned for the summer of 2017.

A stakeholder survey was undertaken to understand the awareness and knowledge of the Trust and how it applies to each of the schools was undertaken. The survey attracted a good response with 587 people completing it. The response levels were broadly in line with the makeup of pupils per Trust school although there was a particularly strong response from people identifying themselves as connected with Guiseley School. Overall there were very low levels of negativity but also a low awareness of the Trust with only 45% of respondents reporting knowledge of the Trust. However, there was a lot of commonality between both groups (those already aware and not aware of the ALPT) of what the Trust should be about with the principal areas being shared resources, sharing best practice, being a community and collaboration. Thus survey has been used to help to develop a number of action plans.

A mixed gender 6-a-side football competition was organised for all of the Trust's primary schools with the intention of fostering a feeling of belonging and co-operation as well as friendly competition. The competition was split in to a Year 4 and a Year 5 leagues. Year 12 Btec sports pupils from Benton Park were instrumental in developing the competition and running it on the day which formed an integral part of their course. The Year 4 winners were Yeadon Westfield Juniors with Rawdon Littlemoor as runners up. Rawdon Littlemoor were the Year 5 winners with runners up Rufford Park.

A new logo was designed to better reflect the inclusive approach of the Trust. A new URL was purchased [www.alpt.co.uk](http://www.alpt.co.uk) and the website redesigned and relaunched in November 2016.

### **Resources report**

A Trust administrator was appointed at the end of last year and commenced working within the ALPT in April 2016. This has led to improved communications between the members and partners of the APLT and has facilitated an increased level of community activities taking place.

Some joint training sessions were delivered during the year, including Safer Recruitment in addition to the teaching and learning activities. Three training sessions have been agreed for 2017-18 academic year and these will be available to all new staff from Trust schools. The courses will be held at Benton Park and cover Child Safety Basic Awareness, Safer Working Practice and Safer Recruitment.

A review of stationery spending across each of the schools was undertaken. It highlighted that for a number of schools this area of spend is less than originally thought. However, it allowed discussion to take place and a 10% discount was negotiated for all Trust schools from a local supplier.

A presentation to the Headteachers' group on the changes in e-safety policy prompted a view that each school needs to review its policies and work on developing a Trust-wide policy. This is an area to be addressed in the action plans for 2017-18.

The group discussed Schools appeals policies. It was agreed that as Church schools have individual policies and appeal numbers are falling it is currently impractical to have a common Trust policy on appeals, but this will be reviewed if necessary.

### **Future plans**

Another local primary school has sought to join the ALPT as a partner school which will strengthen our community and transition work.

Opportunities to share and collaborate on professional development will be extended.

### **Volunteers**

The Trustees again give thanks again to Emma Judson for her work on the Trust's original website, which has been undertaken on a volunteer basis.

## **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**

**Catherine A Beaton**  
**Company Secretary**  
**03 July 2017**

**Statement of financial activities, incorporating the income and expenditure account, for the year ended 31 March 2017**

	Notes	Year ended 31 March 2017	Period ended 31 March 2016
		£	£
<b>Incoming resources</b>	4		
Contributions from member and partner schools		13,200	1,200
Grants received		400	0
<b>Total incoming resources</b>		<b>13,600</b>	<b>1,200</b>
<b>Resources expended</b>			
Charitable activities	5	781	0
Governance costs	7	7,058	1,067
<b>Total resources expended</b>		<b>7,839</b>	<b>1,067</b>
Net incoming/(outgoing) resources for the period		5,761	133
Total funds brought forward at 01 April 2016		723	590
<b>Total funds carried forward at 31 March 2017</b>		<b>6,484</b>	<b>723</b>

The notes on pages 14 to 16 form an integral part of these financial statements.

## Balance sheet as at 31 March 2017

	Notes	31 March 2017	31 March 2016
		£	£
<b>Current assets</b>			
Current balance held on account		6,484	0
Contributions due from Trust schools		0	1,200
		<u>6,484</u>	<u>1,200</u>
<b>Creditors: amounts falling due within one year</b>			
Current balance held on account	10	0	477
Net current assets		<u>6,484</u>	<u>723</u>
<b>Net assets</b>	11	<u>6,484</u>	<u>723</u>
<b>Funds</b>			
Unrestricted income funds	12	<u>6,484</u>	<u>723</u>
<b>Total funds</b>		<u>6,484</u>	<u>723</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 2016
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, 03 July 2017 and signed on its behalf by

**Alison Anslow**  
**Chair of Trustees**

The notes on pages 14 to 16 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 any VAT which cannot be fully 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	Year ended 31 March 2017	Period ended 31 March 2016
Contributions from Trust schools	£13,200	£13,200	£1,200
Grant received	£400	£400	£0
	<u>£13,600</u>	<u>£13,600</u>	<u>£1,200</u>

#### 5. Cost of charitable activities – by fund type

	Unrestricted funds	Year ended 31 March 2017	Period ended 31 March 2016
Art Exhibition costs	£172	£172	£0
Attendance competition postcards	£359	£359	£0
Professional development	£250	£250	£0
	<u>£781</u>	<u>£781</u>	<u>£0</u>

#### 6. Cost of charitable activities - by activity

	Activities undertaken directly	Year ended 31 March 2017	Period ended 31 March 2016
Art Exhibition costs	£172	£172	£0
Attendance competition postcards	£359	£359	£0
Professional development	£250	£250	£0
	<u>£781</u>	<u>£781</u>	<u>£0</u>

#### 7. Governance costs

	Unrestricted funds	Year Ended 31 March 2017	Period ended 31 March 2016
Salary costs	£3,565	£3,565	£0
Staff travel	£49	£49	£0
Communications	£84	£84	£0
Web hosting & website development	£655	£655	£35
Meeting costs	£1,689	£1,689	£19
Company secretary costs	£1,000	£1,000	£1,000
Companies House – Annual Return	£13	£13	£13
Rounding of year-end balance	£3	£3	£0
	<u>£7,058</u>	<u>£7,058</u>	<u>£1,067</u>

#### 8. Employees

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

## 9. 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.

## 10. Creditors

As at 31 March 2017 there were no amounts due to the Trust. There were no accruals or other deferred income at the year end.

## 11. Analysis of net assets between funds

	Unrestricted funds	Total funds
Fund balances at 31 March 2017 as represented by:	£	£
Current balance of funds held on account	<u>6,484</u>	<u>6,484</u>
	<u>£6,484</u>	<u>£6,484</u>

## 12. Unrestricted funds

	At 01 April 2016	Incoming resources	Outgoing resources	At 31 March 2017
General unrestricted funds	£723	£13,600	£7,839	£6,484

## 13. 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.