



**Aireborough Learning Partnership**  
**- a Co-operative Trust**

# The Aireborough Learning Partnership – a Co-operative Trust

## Trustees' report and financial statements for the period ended 31 March 2015

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

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## 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>	Alison A Anslow Maxine G Bell Alun J Davies Kirsten J Finley Shelagh Henderson Paul F Morrissey Heather L Pinches Lisa Piotrowicz Dawn M Lowry Paul R Dickinson Jennifer A Rivas Perez	<b>Date appointed:</b> (18 December 2013) (18 December 2013) (18 December 2013) (18 December 2013) (18 December 2013) (18 December 2013) (18 December 2013) (18 December 2013) (01 January 2015) (27 January 2015) (01 February 2015)
<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>Partners</b>	5's Soccer Yeadon Ltd. Aireborough Children's Services Benton Park School Leeds City Council Leeds Trinity University NW SILC Rawdon St. Peter's C of E VC Primary School	

## **Report of the Trustees (incorporating the Directors' report) for the period ended on 31 March 2015**

The trustees present their report and financial statements for the period ended 31 March 2015. The trustees who are also directors for the Aireborough Learning Partnership 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. The trust is not registered with the charity commission, as its income falls below the required threshold of £5,000 per year.

#### **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 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 period ended 31 March 2015 the Chair of the Trustee Board was Paul Morrissey. 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 period ended 31 March 2015 five working parties were established by the Trust Board to manage the operational objectives of the Trust for the period. These groups were working on the following specific areas:

1. Partnership
2. Membership
3. Launch
4. Curriculum
5. Procurement

## **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**

To raise aspirations and to create a vibrant learning network to benefit everyone in the Aireborough community.

### **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 this initial period ending 31 March 2015 the Trustees have met three times for formal trustee meetings and a visioning event was also held by the trustees in June 2014. Action plans were drawn up by each of the working parties that were established at the visioning meeting and a report from each party is presented below.

### **Partnership group report**

The group has focused itself on the action plan around partnership produced in June 2014.

The main focus of the recent work has been around establishing links with Leeds Trinity University and a meeting of the group is planned for 5pm on Tuesday 7 July 2015 at Guiseley School. Through discussions with Paul Dickinson and Andrew Pearce from Leeds Trinity University a number of themes have been identified that the group will discuss further on this date.

The themes are:

1. Leadership development (at either middle or senior level)
2. Undertaking action research projects
3. Working with parents/carers
4. Early language development

The aim is then in conjunction with Leeds Trinity University to draw up a bespoke CPD framework for the Aireborough Learning Partnership.

This is addition to working to move forward the original themes of the Partnership action plan.

## **Membership group report**

This academic year the main focus of the group was to develop the Student Membership and consequently a conference was held on 02 March 2015 at Benton Park. Each primary school was asked to send two Year 5 children, the infant schools were asked to send two Year 2 pupils and the High Schools were each asked to send two Year 7 and two sixth form students. Seven schools attended the event.

The students posed 3 key questions and a summary of their findings is below:

### *Key Findings*

#### **Question 1: What do you currently know about the Aireborough Learning Trust?**

Some students had a minimal idea of what the Trust is but not as many students as would be hoped. Students need to gain a better idea of what the Trust is and what it does so that they can use the Trust effectively. Students are particularly interested in the affect being in a Trust will have on them.

#### **Question 2: How can we ensure students are involved in the Trust?**

Students are very keen to be involved in the Trust as many see it as an opportunity to develop. Students would like more conferences to allow them to get involved in decision making and other key tasks within the Trust. A couple of groups came up with the idea of having a Trust Council. This would have two student representatives from each school in who would meet to organise events etc. with each other. These representatives would then feed back to their School Council.

Some more basic issues need addressing such as having some information on the school website and sending information about what the Trust is currently doing to parents and students. Finally, individual schools should hold assemblies about what the Trust is and what it means to them. It is important that students are informed of things - even if there is little impact on them.

#### **Question 3: What summer event/activity could we do to promote the involvement of students in the Trust?**

The main theme running through this question was to hold a Summer Trust Fair - based around the idea of a village fair. This would include many inter-school activities, including a bake off and sporting activities, along with engaging the wider community by running a small 'farmers market'. There are more details of the plans in the detailed findings.

Benton's sixth form representatives' fed back to the membership group and it is the intention of the group to further develop this work in the first-half of the Autumn Term.

The membership group has also been working on trying to co-ordinate the AGM, but recognises the work of others in this process.

## **Curriculum group report**

The aim of our working group was to examine methods for increasing school to school support work across the ALPT.

### **Actions:**

1. Re-established the primary network meetings which had previously been run locally to support the leaders of core subjects.

### **Outcome:**

Network meetings for Assessment, English, Maths, Science and Early Years re-established.

### **Next steps:**

- To establish network working groups for foundation subjects.

- Termly Teachmeets established across the primary phase to allow ALPT teachers working in particular year groups, opportunities to meet and network with colleagues in other ALPT schools.

2. To investigate opportunities to establish a system of school self-review.

**Outcomes:**

Discussion held with Tim Richards, primary SIA for Aireborough. KF now to approach Kim Porter, lead LCC SIA to discuss opportunities for LCC to establish a different way of working with Aireborough Learning Partnership primary schools. Date set to develop a programme of shared self-review between to primaries in 15-16.

3. To develop a website for the ALP

**Outcome:**

Website constructed by a local volunteer.

4. To develop a local approach to the 'Assessing without Levels' agenda to enable smoother in year transfer of pupils between ALPT schools and to allow schools a common language for discussing pupil outcomes.

**Outcome:**

Primary HTs worked together to develop a comprehensive system to assess pupil outcomes. Parent meetings held centrally to disseminate the new approach. Booklet published & distributed to all ALPT primaries. Bishop Wheeler Academy Trust also to use ALPT developed materials - a financial contribution will offset ALPT printing costs.

**Trust launch group report**

The group was established on the 19 June 2014 with the aim of launching the Trust to the wider community of Aireborough and raising awareness of the purpose and membership of the Trust. Membership of the group consisted of Shelagh Henderson, Lisa Piotrowicz, Arthur Rawnsley and Ben McGregor.

An action plan was devised to carry out a launch event which would be aimed at Community members and then a second event for late in the school year aimed more at pupils and their families. Other opportunities for marketing the Trust would also be explored. Meetings were held during the school day to plan with sixth form pupils from Benton and Guiseley Schools who were to help arrange and compare the event.

Venues were explored and costed, including Guiseley Theatre and Yeadon Town Hall. Yeadon Town Hall was felt to be the best option as there was adequate seating for both parents and community members, space for pupils to change and be kept safely together, ease of parking and registering of pupils etc. The caretaker was liaised with to ensure times, rooms etc. would be suitable.

Shelagh and Lisa met to consider who the target group would be for invitations to the event and it was decided that all businesses in Yeadon and Guiseley would be invited, plus other community stakeholders such as childminder groups, police, councillors etc. Posters/leaflets would also be displayed in the Library, Leisure Centre and Health Centre. Office staff at Westfield Juniors designed the invitations/fliers and a parent at Littlemoor kindly offered to print these which resulted in high quality invitations to the event. Shelagh then collated all the Yeadon business addresses and Lisa the Guiseley business addresses resulting in over 300 invitations being sent to the community. This ensured that even if business and community leaders did not attend the evening, they would have received information which raised awareness of the Trust. Guiseley School kindly supported with the franking of these letters after a busy morning addressing all envelopes!

Schools agreed to perform a wide range of short performances from dancing, gymnastics and drama to music, singing and drumming. These covered all age ranges and abilities including children from KS1 to Sixth Form age and pupils from the local SILC.



It was decided to employ a sound technician on the night who would also organise lighting as this required specialist help. This incurred an additional cost from each school in order for the Trust to pay for this.

Planning meetings were held with pupils from Guiseley School and Benton Park Schools to plan the narration of the event and each school was asked to create a display promoting their school for guests to view on arrival. Local shops were approached for sponsorship of the refreshments and some donations were received, though additional refreshment, cups etc. had to be purchased for the event.

On the evening there was great excitement from all the pupils! Each school produced a fabulous contribution to the event and also showcased their schools with high quality work and displays on show in the foyer area. The evening was a great success with many pupils performing on stage for the first time in their lives and parents and pupils from all the Trust schools mixing and socialising, enjoying the event.

Signing in sheets evidenced that the majority of attendees were parents of pupils, however a number of local businesses and community members did attend including Art Forms representatives, a local electrician, representatives from Leeds Trinity University, shop proprietors such as the staff from the Renaissance gift shop and Croissant D'Or, Active Kids, and local Councillors. As a result it was decided that the summer Family Launch Event which had been suggested in the initial action plan would be reconsidered as the focus groups for this would be the same parents who had attended the Yeadon Town Hall Launch. It was also felt that the organisation of such an inter schools Funday would be difficult to arrange in a local park and would coincide with planned events such as summer fairs and galas.

In conclusion, the Launch party and all Trust schools worked hard to make this initial launch a great success. Further marketing ideas generated by the group could be carried out in the next year of the Trust and include the purchase of banners for each school fence advertising that we are Aireborough Learning Partnership Trust members and what this means and also the consideration of the purchase of similar roll up banners to be displayed at schools on open days, parents evenings etc. It has been agreed that the logo should now appear on school documents, ID badges etc. and a sign could be made for each school to display with the logo to place on a prominent entrance wall or next to the school signage. These could be a cost effective ways of continuing to keep the profile of the Trust visible and promote a corporate image across all the member schools as each school would display the same banner/signage, displaying unity.

### **Procurement group report**

The procurement group was established to examine the opportunities of improving best value from procurement opportunities and decisions across the Trust.

A discount was successfully negotiated for 2014/15 academic year on the Leeds City Council's (LCC) Well-being service level agreement. This discount will continue, provided all ALPT schools take out the basic service level agreement as a minimum.

The LCC's Human Resources service level agreement was subject to negotiation for the financial year 2015/16 resulting in savings and improved service levels for Trust schools.

The Trust schools business managers' group have been working on establishing a register of common contracts held by ALPT schools with a view to negotiating better value than may be obtained on an individual basis. Individual SBMs have taken responsibility for investigating specific areas, including Legionella risk assessments and water management, refuse collections, photocopying contracts and PAT testing.

The next steps for the group include the collation of the information gathered on the contracts held by the various schools to identify in which areas schools are ready to procure on a collective basis. It is also planned to establish a preferred contractors' register that may be shared by all ALPT schools.

### **Future plans**

The work of each of the five groups will be evaluated and clear objectives set for the next year. The development of Trust membership is a key priority to drive the future priorities for the Trust.

The plans for the coming year will include:

1. Further development of the trust membership following the AGM with an emphasis on creating partnerships with local organisations and businesses
2. Further expansion of the partnership with Leeds Trinity University in order to impact on the learning of pupils, staff, governors and parents
3. Further curriculum links between trust schools in order further raise achievement and standards of pupils
4. As part of a clear communications strategy to plan and deliver more events in the local area in order to raise the profile of the trust. Also to further develop the trust's website to highlight the work of the trust locally and within the Leeds-Bradford area
5. To build upon business links between schools to order to make more savings in terms of procurement
6. To explore the feasibility of appointing a Trust Manager

### **Volunteers**

The Trustees give thanks to Emma Judson for her work on developing the Trust's 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:

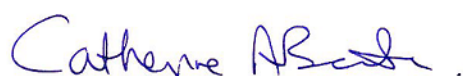
- Select suitable accounting policies and apply them consistently
- Observe the methods and principles in the charities SORP (Statement of Recommended Practice)
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK accounting standards have been followed, subject 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**  
**29 June 2015**

**Statement of financial activities, incorporating the income and expenditure account, for the period ended 31 March 2015**

	Notes	Period ended 31 March 2015 £
<b>Incoming resources</b>		
Contributions from member and partner schools	4	1,800
<b>Total incoming resources</b>		<b>1,800</b>
<b>Resources expended</b>		
Charitable activities	5	901
Governance costs	7	309
<b>Total resources expended</b>		<b>1,210</b>
Net incoming/(outgoing) resources for the period		590
<b>Total funds carried forward</b>		<b>590</b>

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

## Balance sheet as at 31 March 2015

	Notes	31 March 2015 £
<b>Current assets</b>		
Contributions in hand from schools and partners		590
<b>Creditors: amounts falling due within one year</b>	10	0
Net current assets		590
<b>Net assets</b>	11	<b>590</b>
<b>Funds</b>		
Unrestricted income funds	12	590
<b>Total funds</b>		<b>590</b>

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 period ended 31 March 2015
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, 29 June 2015 and signed on its behalf by



**Paul Morrissey**  
**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	Period ended 31 March 2015
Contributions from member and partner schools	<u>£1,800</u>	<u>£1,800</u>

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

	Unrestricted funds	Period ended 31 March 2015
Launch event costs	<u>£901</u>	<u>£901</u>

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

	Activities undertaken directly	Period ended 31 March 2015
Launch event costs	<u>£901</u>	<u>£901</u>

#### 7. Governance costs

	Unrestricted funds	Period ended 31 March 2015
Web hosting	£158	£158
Meeting costs	£98	£98
Company secretary handbook	£40	£40
Companies House – Annual Return	£13	£13
	<u>£309</u>	<u>£309</u>

#### 8. Employees

Because the trust is administered by the staff of the schools and partner organisations, using their own facilities, and relies otherwise on voluntary help, there are no support costs and no expenses are paid to trustees. The trust has no employees and incurs no cost in relation to employees.

#### 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

There were no accruals or deferred income at the period end.

#### 11. Analysis of net assets between funds

	Unrestricted funds	Period ended 31 March 2015
Contributions in hand from schools and partners	<u>£590</u>	<u>£590</u>

## 12. Unrestricted funds

	Incoming resources	Unrestricted funds	Period ended 31 March 2015
General unrestricted funds	<u>£590</u>	<u>£590</u>	<u>£590</u>

## 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.