



Aireborough Learning Partnership
- a Co-operative Trust

The Aireborough Learning Partnership – a Co-operative Trust

Trustees' report and financial statements for the year ended 31 March 2016

A Company limited by guarantee
Company number: 8819550

Contents

Legal and administrative information	3
Report of the Trustees (incorporating the Directors' report) for the year ended on 31 March 2016.....	5
Structure, governance and management.....	5
Company and charity status	5
Purpose of the Trust	5
Recruitment and appointment of Trustees.....	5
Members	6
Governance	6
Trustees' induction and training.....	6
Management	6
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, Partnership and Community Report	8
Development of Membership, Marketing and Events Report	9
Resources report	9
Future plans.....	9
Volunteers	9
Financial Statements	10
Statement of the Trustees' responsibilities.....	10
Statement of financial activities, incorporating the income and expenditure account, for the year ended 31 March 2016.....	11
Balance sheet as at 31 March 2016.....	12
Notes to the accounts	13

Legal and administrative information

Company registration number	8819550	
Registered office	Guiseley School Fieldhead Road Guiseley Leeds LS20 8DT	
Trustees	<p>Alison A Anslow Simon D Armstrong Maxine G Bell Veronica H Dandy Alun J Davies Paul R Dickinson Kirsten J Finley Shelagh Henderson Rachel Hutton Dawn M Lowry Delia Martin Paul F Morrissey Andrew Mottram Dale Norris Shirley Parks 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>Appointed during the year on:</p> <p>31 March 2016 29 June 2015 31 March 2016 31 March 2016 29 June 2015 31 March 2016 29 June 2015 31 March 2016 29 June 2015 29 June 2015 31 March 2016 31 March 2016</p>
Company Secretary	Catherine A Beaton	
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 Primary School NW SILC Rawdon St. Peter's C of E VC 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 2016

The Trustees present their report and financial statements for the year ended 31 March 2016. 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. The Trust will need to be registered during the next financial year as income is anticipated to be over this limit.

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.

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 2016 the Chair of the Trustee Board was Paul Morrissey until the 28 September 2015 when, at a meeting of the Trustees, Alison Anslow was appointed as Chair. 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 SOGGS³ 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 2016 the five working parties initially established by the Trust Board to manage the operational objectives of the Trust were slightly amended to better suit the needs of the Trust for this year. The groups were originally set up to work on the following specific areas:

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

The new groups from July 2015 were:

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

Note 3: SGOSS is a charity that exists to recruit volunteers with transferable skills to join governing bodies in schools

The Partnership and Community group was then combined with the Teaching and Learning group from January 2016, as our key Partnership projects focused on Teaching and Learning.

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.

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 the year ended 31 March 2016 the Trustees have met three times for formal Trustee board meetings and the Headteachers have met as a sub-committee a further three times. The purpose of the sub-committee meetings is to develop the work of the working parties. The minutes of the sub-committee meetings are reported to the main Trust board. Reports from the working parties on their achievements and performance are presented below.

Teaching and Learning, Partnership and Community Report

During the year five projects were developed with Leeds Trinity University. These were focused on:

1. Action Research projects by staff leading to impact on practice and process
2. CPD Middle and Senior Leadership
3. Raising Pupils' Aspirations to attend University
4. Literacy and early Language development – early learning family intervention work
5. Adult engagement with further study and access to higher education

The projects are to commence after April 2016.

The group led a series of events to celebrate National Autism Week during 14 to 18 March 2016. These included events for students, parents and professionals to increase awareness and to share best practice.

Work was undertaken by all Trust primary schools to develop a consistent and coherent approach to developing a new system for assessment without levels. All primary headteachers within the Trust contributed to a significant piece of work, which culminated in an assessment handbook for all primary teachers. Headteachers from primary settings provided parent information events centrally at Trust high schools, and training was also provided in all settings to enable teachers to utilise this new resource. The handbook has allowed Trust schools to move smoothly from one assessment system to another and also to use a common language when discussing pupil progress. The Bishop Wheeler Catholic Academy Trust is also using this resource in all its primary settings, and families of schools in Skipton, Huddersfield and Sheffield have also received training on the use of the ALP system.

Development of Membership, Marketing and Events Report

To promote the Trust in the local community and to develop the children and young people's sense of belonging to the Trust it was decided to hold an exhibition of art works from all of the Trust schools and invite members of the public to view the exhibition. This event was planned to be held on 14 & 15 June 2016 in the Trinity Church Hall in Rawdon.

The sixth form art students from Benton Park and Guiseley School went into the feeder schools to do a presentation on what was expected of them and to show the children some of their work. The theme of 'My Community' was chosen. The best piece of work from each year group would be displayed from the Primary schools and two pieces from each year groups from the two infant schools.

Resources report

The most significant piece of work undertaken this year was to recognise the need for administrative support for the Trust. This led to the development of a job description and the successful appointment of an administrator for eight hours a week. The main purpose of the role is to provide administrative support and to co-ordinate activities and communication across the Trust members. The appointed person commenced in post in April 2016.

The group also successfully negotiated a bespoke service level agreement with Leeds City Council's Human Resources service, resulting in discounts being obtained for all Trust schools plus some additional days to use for professional development opportunities. During the year training events included sessions on Safe working practice; HR for Deputies and Assistant Heads and High Performance Work Culture.

Future plans

As the income of the Trust will be above the £5,000 limit the Trust will be registered with the Charities Commission during the next financial year. The income will be derived from contributions from the Trust schools. The level of contribution will be materially increased to cover employee costs. As the financial contributions from schools and expenditure increase a discreet cost centre and budget needs to be established for the Trust.

With new partners joining the Trust and now being into the third year since the foundation of the Trust a review of our vision, mission and key objectives will be undertaken. These will inform our future plans and the key areas of focus for the coming year.

Volunteers

The Trustees again give thanks this year 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:

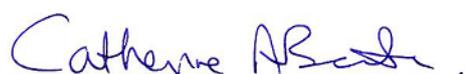
- Select suitable accounting policies and apply them consistently
- Observe the methods and principles in the charities SORP (Statement of Recommended Practice)
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK accounting standards have been followed, subject 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
27 June 2016

Statement of financial activities, incorporating the income and expenditure account, for the year ended 31 March 2016

	Notes	Year ended 31 March 2016	Period ended 31 March 2015
		£	£
Incoming resources			
Contributions from member and partner schools	4	1,200	1,800
Total incoming resources		1,200	1,800
Resources expended			
Charitable activities	5	0	901
Governance costs	7	1,067	309
Total resources expended		1,067	1,210
Net incoming/(outgoing) resources for the period		133	590
Total funds brought forward at 01 April 2015		590	0
Total funds carried forward at 31 March 2016		723	590

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

Balance sheet as at 31 March 2016

	Notes	31 March 2016	31 March 2015
		£	£
Current assets			
Current balance held on account		0	590
Contributions due from Trust schools		1,200	0
		<u>1,200</u>	<u>590</u>
Creditors: amounts falling due within one year	10		
Current balance held on account		477	0
Net current assets		<u>723</u>	<u>590</u>
Net assets	11	<u>723</u>	<u>590</u>
Funds			
Unrestricted income funds	12	<u>723</u>	<u>590</u>
Total funds		<u>723</u>	<u>590</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, 27 June 2016 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 2016	Period ended 31 March 2015
Contributions from Trust schools	<u>£1,200</u>	<u>£1,200</u>	<u>£1,800</u>

5. Cost of charitable activities – by fund type

	Unrestricted funds	Year ended 31 March 2016	Period ended 31 March 2015
Launch event costs	<u>£0</u>	<u>£0</u>	<u>£901</u>

6. Cost of charitable activities - by activity

	Activities undertaken directly	Year ended 31 March 2016	Period ended 31 March 2015
Launch event costs	<u>£0</u>	<u>£0</u>	<u>£901</u>

7. Governance costs

	Unrestricted funds	Year Ended 31 March 2016	Period ended 31 March 2015
Web hosting	35	35	£158
Meeting costs	19	19	£98
Company secretary costs	1,000	1,000	£40
Companies House – Annual Return	13	13	£13
	<u>£1,067</u>	<u>£1,067</u>	<u>£309</u>

8. Employees

Since the foundation of the Trust there have not been any employees within the reporting period. The Trust has been administered by the staff of the schools and partner organisations, using their own facilities, and has relied otherwise on voluntary help, so 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. This position has changed from April 2016, when one employee was appointed.

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 2016 a balance of £1,200 was due from member and partner schools. This was not collected prior to the year-end as the Trust is waiting for a discreet cost centre to be established within Leeds City Council's financial management system. 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 2016 as represented by:	£	£
Contributions due from Trust schools	1,200	1,200
Current balance of funds held on account	<u>(477)</u>	<u>(477)</u>
	<u>£723</u>	<u>£723</u>

12. Unrestricted funds

	At 01 April 2015	Incoming resources	Outgoing resources	At 31 March 2016
General unrestricted funds	£590	£1,200	£1,067	£723

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.