



AIREBOROUGH LEARNING PARTNERSHIP TRUST

The Aireborough Learning Partnership – a Co-operative Trust

Trustees' report and financial statements for
the year ended 31 March 2020

**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 Armstrong Julie Beardwell Sally Buckton Maxine G Bell Paul Clayton David Cooke Kirsten J Finley Lisa Forward Graham P Jarvis Kath Jennings Anne Lawton Dawn M Lowry Delia Martin Duncan Martin Dale Norris Heather L Pinches Lisa Piotrowicz Jennifer J Place Will Riley Jennifer A Rivas Pérez Caroline E Sibson Amanda Stainton Lee Talbot Steve Taylor Simon R Toyne David JM Winters</p>	<p>Appointed/Resigned during the year on: <i>Resigned 31.8.19</i> <i>Resigned 30.6.19</i></p> <p><i>Resigned 31.8.19</i></p> <p><i>Appointed 1.9.19</i></p> <p><i>Appointed 4.11.19</i> <i>Appointed 1.7.19</i></p> <p><i>Resigned 31.8.19</i></p> <p><i>Resigned 31.12.19</i></p> <p><i>Appointed 4.11.19</i></p> <p><i>Appointed 4.11.19</i></p> <p><i>Resigned 31.1.20</i></p>
Company Secretary	Richard Lewis-Ogden	
Solicitors	DWF LLP 1 Scott Place 2 Hardman Street Manchester M3 3AA	
Member Schools	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 Infant School	

	Yeadon Westfield Junior School	
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 Family Services Leeds City Council Leeds Trinity University	
Co-operative Partner	Guiseley Community Foundation Trust	

Report of the Trustees (incorporating the Directors' report) for the year ended on 31 March 2020

The Trustees present their report and financial statements for the year ended 31 March 2020. 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 2020 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 2020 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 2020 the Trustees met three times for formal Trustee board meetings and the Headteachers' group have met a further five times to develop the work on the key areas identified as:

1. Teaching and learning with the key priority being the development of Curriculum
2. Community Engagement with the key priority of student wellbeing
3. Resource Collaboration with the key priority of 'Finance and partnership working'.

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 (Curriculum)

- 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 the quality of teaching and learning and the curriculum.
- Curriculum Development has been a focus for all schools and a 3 session Curriculum Development CPD programme with Trinity University was completed during the Summer and Autumn terms of 2019 and informed further planning in schools.
- Peer school-to-school collaborative working programme has been ongoing throughout the year.
- Specific school-school curriculum support is being delivered to schools within the Trust where need has been identified.
- The HT committee have discussed peer-peer support models and is continuing to map options. This work has been postponed during the COVID crisis.

Community Engagement (Wellbeing)

- ALPT has engaged with Guiseley Community Foundation Trust as planned and the GCFT is now an associate member.
- The Mental Health framework delivered by Beckett has been trialled. This will not be a model the Trust will adopt although paperwork has been distributed for schools to consider as an individual option and for ideas moving forward.
- GCFT is working with schools on a number of projects including bids for 'Holiday Hunger'. The ALPT has also completed a separate 'Holiday Hunger'.

Community Engagement (Events)

- ALPT sporting events took place across the year with good participation levels. The football competition was run by Benton Park students who organised it very successfully. The dodgeball competition was also run at Benton Park.
- The art exhibition was held at Trinity Church, Rawdon over 2 days in July 2019. All Trust schools took part and created pieces of art based on the theme of "Joy". All schools visited the exhibition with groups of pupils who worked collaboratively on making an animation run by the Benton Park art department. The exhibition was open to the community throughout the 2 days and remained open late on the first day. A performance was given that evening by the newly formed cross-school choir who sang (and played) 3 songs linking to the "Joy" theme. There was a large audience for the performance and the children performed very well.
- The choir gave a further performance of the same songs in Guiseley Morrisons in October which was enjoyed by children and shoppers alike.
- Community engagement events continued to develop, specifically around the Art exhibition, choir and broadening into a drama performance supported by BPHS and GHS Drama Depts. However, the COVID-19 pandemic has resulted in these events being cancelled in 2020.

Resource Collaboration (Finance and Partnership working)

- Process to align dates for service level agreements and contracts has begun but with limited success.
- Some discounts have been received through ALPT membership e.g. CPOMS and OTrack. This is not however universal and requires further attention.
- In response to growing concerns from the Trust schools regarding funding, Trustees met Stuart Andrew, MP who took their concerns back to central Government.

COVID-19 Response

The COVID-19 Pandemic specifically started to impact on the work of the Trust in late March 2020. The Trust report year ending March 2021 will report on the response and impact of the pandemic. However, for this report to 31.3.2020 it is worth noting the following:

- The majority of Trust events have been cancelled due to the school closures.
- Primary schools in particular have worked to support each other through re-opening plans from 1 June.
- All ALPT Primary schools are now open to a number of allowed year groups as are Secondary schools.

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
17 June 2020

Statement of financial activities, incorporating the income and expenditure account, for the year ended 31 March 2020

	Notes	Year ended 31 March 2020	Year ended 31 March 2019
		£	£
Incoming resources	4		
Contributions from member and partner schools		12,000	12,000
Grants received		0	5,000
Contributions towards activities		1,404	
Total incoming resources		13,404	17,000
Resources expended			
Charitable activities	5	6,163	10,367
Governance costs	7	8,338	7,192
Total resources expended		14,501	17,559
Net incoming/(outgoing) resources for the period		(1,097)	(559)
Total funds brought forward at 01 April 2019		6,208	8,612
Prior year adjustments	8		(1,845)
Total funds carried forward at 31 March 2020		5,111	6,208

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

Balance sheet as at 31 March 2020

	Notes	31 March 2020	31 March 2019
		£	£
Current assets	11		
Current balance held on account		5,354	11,678
Contributions due from Trust schools re activities		174	0
		<u>5,528</u>	<u>11,678</u>
Creditors: amounts falling due within one year	12		
Grant due to Trust Schools		0	5,000
Reimbursement re registration fees		0	53
VAT to be reclaimed	13	417	417
		<u>417</u>	<u>5,470</u>
Net current assets		<u>5,111</u>	<u>6,208</u>
Net assets	14	<u>5,111</u>	<u>6,208</u>
Funds			
Unrestricted income funds	15	5,111	8,612
Restricted income funds	16	0	0
Total funds		<u>5,111</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 2020
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 on Monday 22 June 2020 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	Year ended 31 March 2020	Year ended 31 March 2019
Contributions from Trust schools	£12,000	£12,000	£12,000
Grant received	£0	£5,000	£5,000
Contributions towards activities	£1,404	<u>£12,200</u>	<u>£17,000</u>
	<u>£13,404</u>		

5. Cost of charitable activities – by fund type

	Unrestricted funds	Year ended 31 March 2020	Year ended 31 March 2019
Children's and community events	£788	£788	£6,013
Professional development	£5,375	£5,375	£4,354
	<u>£6,163</u>	<u>£6,163</u>	<u>£10,367</u>

6. Cost of charitable activities - by activity

	Activities undertaken directly	Year ended 31 March 2020	Year ended 31 March 2019
Children's and community events	£788	£788	£6,013
Professional development	£5,375	£5,375	£4,354
	<u>£6,163</u>	<u>£6,163</u>	<u>£10,367</u>

7. Governance costs

	Unrestricted funds	Year Ended 31 March 2020	Year Ended 31 March 2019
Salary costs	£5,579	£5,579	£5,017
Communications	£84	£84	£92
Marketing costs	£0	£0	£0
Web hosting & website development	£264	£264	£200
Meeting costs	£1,358	£1,358	£1,510
Company secretary costs	£600	£600	£0
Data Protection Officer Service	£400	£400	£320
Information Commissioner Registration	£40	£40	£40
Companies House – Annual Return	£13	£13	£13
	<u>£8,338</u>	<u>£8,338</u>	<u>£7,192</u>

8. Prior Year Adjustments

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

9. Employees

Since the start of this financial year, the Trust has one employee whose employment was transferred from Rufford Park Primary School to the Trust, 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 2020 the amount of £174.30 was due to the Trust from Guiseley School.

12. Creditors

At 31 March 2020 a provision has been made for VAT that was claimed in error on an invoice paid by one of the member schools on behalf of the trust. There are no other creditors.

13. Value Added Tax

The Trust is not registered for VAT. The provision shown under creditors relates to VAT having being claimed in error on one invoice paid through the schools' financial systems.

14. Analysis of net assets between funds

	Unrestricted funds	Total funds
Fund balances at 31 March 2020 as represented by:	£	£
Net Assets held	<u>5,111</u>	<u>5,111</u>
	<u>£5,111</u>	<u>£5,111</u>

15. Unrestricted funds

	At 01 April 2019	Prior year Adjustments	Incoming resources	Outgoing resources	At 31 March 2020
General unrestricted funds	£6,208	£0	£13,404	£14,501	£5,111

16. Restricted funds

	At 01 April 2019	Incoming resources	Outgoing resources	At 31 March 2020
Restricted grant funds	£0	£0	£0	£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.