

# TAVISTOCK CO-OPERATIVE LEARNING TRUST

## ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2013

### REFERENCE AND ADMINISTRATIVE INFORMATION

**Company Name:** Tavistock Co-operative Learning Trust

**Company Registration Number:** 8160189

**Registered Office:** Tavistock College, Crowndale Road, Tavistock PL19 8DD

**Trustees:** Members of the Trust Body are appointed in line with the Memorandum and Articles of Association with due regard to statutory guidance.

**Bankers:** Bank account to be opened

**Solicitors** DWF LLP  
1 Scott Place  
2 Hardman Street  
Manchester  
M3 3AA

**Auditors** N/A

The Trustees present their annual report and financial statements of the first year of operation ended 31 August 2013. The Tavistock Co-operative Learning Trust (TCLT) is a company limited by guarantee and as such is bound by company law. The members of the Board of Trustees are jointly and severally responsible for the financial well being and general and proper running of the Trust within the scope of the Memorandum and Articles of Association (MAA).

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing Document

The TCLT was created under the auspices of the Schools Standards and Framework Act 1998 and uses a Department for Schools Children and Families (DCSF, now named Department for Education DFE) approved model MAA. The company was registered (Number 8160189) on 31 August 2012.

#### Appointment of Trustee Body

In its first year, the composition of the trustee body is from Tavistock College:

- The Headteacher (HT)
- The chair of governors
- Two foundation governors
- The Company Secretary (CS)

One Trustee from each of the following partner organisations:

- Tavistock Chamber of Commerce
- University College of St Mark & St John
- The Co-operative College

As the TCLT develops, the composition of the trustee body will include:

- Two trustees (the HT and a governor) from each member school
- One trustee from each partner school
- One trustee from each community partner
- Two trustees from the parents' forum

The trustees are appointed by their respective organisations.

### **Responsibilities of the Trustee Body**

The trustees are responsible for preparing financial statements for each financial year which give a true and fair view of the company's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed subject to any departures disclosed and explained in the financial statement

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the company. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Trustee Induction and Training**

All of the trustees are required to familiarise themselves with the aims and objectives of the trust. An introductory pack has been prepared by the CS in line with the requirements for company trustees.

The trust board has approved policies that govern the Conduct of a Trustee and an appropriate Expenses Policy. All trustees and governors formally agree to work within the bounds of these policies and to actively promote the work of the trust and to assist in developing the curriculum and ethos of co-operative learning values. This is to include a commitment to students learning about the co-operative values of self help, self responsibility, democracy, equality, equity, solidarity, honesty, openness, social responsibility and caring for others, with the aim of encouraging all students to become better citizens, not only while they are students but during the rest of their lives.

Additional training for trustees can be arranged with the CS.

## **Risk Management**

The trustees have assessed the major risks to which the trust is exposed. Such risks have yet to be formalised and a register produced, to enable trustees to monitor the arrangements and systems in place to mitigate those risks. Procedures are in place regarding health and safety of staff, clients and visitors to the schools of the trust. The trustees seek appropriate advice, for example through their insurers, the County Council, solicitors and partners.

## **Organisational Structure**

The TCLT had a trustee body of seven members during the first year of operation which met three times and who are responsible for the strategic direction and policy of the trust.

An Interim Chair was appointed in March 2103

## **Objectives and Activities**

The object of the trust shall be the development of a community wide learning opportunity for the benefit of the stakeholders of the learning communities within the trust area without distinction of political, religious or other opinions, with the object of improving and enhancing the quality of learning for the said stakeholders.

The aims of the TCLT are to:

- advance the education of the learners at the Schools,
- 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.

## **Significant events during the year**

During the year the trustees have met three times. The significant decisions made and discussion topics have been:

- Approval for partner schools to join the trust as soon as their governing bodies, staff and parents wish to become members
- Initial discussions on potential models for wider membership
- A process of consultation with the wider schools community to join the TCLT
- Trustees received the resignation of the CS and appointed a replacement
- Development of work in collaboration with Partner Institutions
- Date of Annual General Meeting (AGM) set for Tuesday 26 November 2013 and Company House notified

## FINANCIAL REVIEW

There were no financial transactions for the trust during the first year of operation.

### Balance Sheet as at 31 March 2012

#### Current Assets

Cash	£7.00
Nett Current Assets	£7.00
Capital and Reserves	£0.00
Total Members Funds	£7.00

- a) The company was dormant throughout the financial year ended 31 March 2012
- b) For the year ended 31 March 2012 the company was entitled to exemption under Section 249AA(1) of the Companies Act 1985
- c) The company are not required to obtain an audit in accordance with Section 249B(2) of the Companies Act 1985
- d) The Trustees acknowledge their responsibility for:
  - i. Ensuring the company keeps accounting records which comply with section 221; and
  - ii. Preparing accounts which give a true and fair view of the state of affairs of the company at the end of the financial year, and of its profits or loss for the financial year, in accordance with the requirements of Section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as it is applicable to the company.

### SIGNIFICANT EVENTS AFTER THE YEAR END

Following formal consultation processes during the Summer Term 2013, a further ten schools joined the trust in September 2013. An extra-ordinary meeting of the trust board on 16 September 2013 gave approval to new trustees and formally appointed a Chair and Vice Chair.

The new trust board consists of existing trustees, plus two trustees appointed by each joining member:

- Tavistock Community Primary and Nursery School
- Bere Alston Primary School
- Whitchurch Community Primary School
- Horrabridge Community Primary School
- Princetown Community Primary School

And one Trustee appointed by each joining partner:

- St Rumon's C of E Infant School
- St Peter's C of E Junior School

- Lady Modiford's C of E VA School
- Meavy C of E VA School
- Lifton Community Primary School
- Tamar Grow Local

#### **PLANS FOR FUTURE PERIODS**

The trust will be working to further embed the co-operative ethos in the curriculum. This will be measured by an assessment of the understanding of staff, students, parents and the local community of the co-operative nature of the trust and by clear evidence of the co-operative ethos being embedded in the day to day workings of the schools.

It is planned to link with other organisations to provide additional learning support.

The Trust Board has identified the priorities for the coming year:

- A Development Plan to assist achievement of the trust objectives
- Developing a student voice across the trust, and asking students to work with partner Tavistock Chamber of Commerce on the re-branding of the trust
- The trustees have signed up to the Schools Direct Initiative and will work with partner University of St Mark & St John to develop teacher training opportunities across the trust schools
- To work with partner Tamar Grow Local to develop and consolidate food growing, nutrition and food produce projects across all trust schools

The development of further stakeholder engagement and formal membership structures will follow once initial priorities are sufficiently addressed and measurable progress underway.

This annual statement was approved by the trustees on 26 November 2013 and signed on their behalf by:

Chair

Tavistock Co-operative Learning Trust