

TAVISTOCK CO-OPERATIVE LEARNING TRUST

ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2014



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 second year of operation ended 31 August 2014. The Tavistock Co-operative Learning Trust 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.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Tavistock Co-operative Learning Trust was created under the auspices of the Schools Standards and Framework Act 1998 and uses a DCSF approved model Memorandum and Articles of Association. The company was registered (8160189) on 31 August 2012.

Appointment of Trustee Body

As reported in last year's report "Significant events post year end" the Trustee body from Tavistock College viz:

- The Headteacher
- The Chair of Governors
- Two Foundation Governors

- The Company Secretary together with

One Trustee from each of the following partner organisations:

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

was, following formal consultation processes during the Summer Term 2013, expanded by a further ten schools in September 2013.

From that time 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

As the Tavistock Co-operative Learning Trust develops further, the composition of the Trustee Body will include:

- Two Trustees (the Headteacher and a Governor) from each Member school
- One Trustee from each Partner school
- One Trustee from each Community Partner
- Two Trustees from the Parent Forum

The Trustees are appointed by their respective organisations.

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 Company Secretary in line with the requirements for Company Trustees. This has been distributed to existing Trustees. A short “Knowing your responsibilities” training session was held at one meeting.

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 Company Secretary.

Risk Management

The Trustees have assessed the major risks to which the Trust is exposed. Such risks have still 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 & 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 Tavistock Co-operative Learning Trust has a Trustee Body of twenty three members who meet a minimum of three times each year and are responsible for the strategic direction and policy of the Trust.

The Chair and Vice Chair were elected in September 2013 and have each indicated their willingness to stand for re-election for a further year

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 Tavistock Co-operative Learning Trust 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:

- Engage with the LA regarding funding currently allocated to the Local Learning Community, to be disaggregated for the benefit of the Trust
- Continuing discussions on potential models for wider membership, engaging in discussions with the wider schools community to join the Co-operative Learning Trust
- Development of work in collaboration with Partner Institutions
- Date of AGM set for Monday 24th November 2014 and Company House notified
- Attendance at meeting with local MP to seek increase of national budget award
- Attendance of two area meetings with other Trust groups to learn best practice
- The rebranding of the Trust and the introduction of a corporate logo, designed by the pupils and students in Trust schools
- The embedding of the Schools Direct initiative
- Undertaking a Joint Procurement Review to identify potential savings for reinvestment for the benefit of pupils and students
- Agreement to facilitate peer to peer review and assistance across the Trust, including Governing Bodies

Financial Review

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

Balance Sheet as at 31 March 2014

Current Assets

Cash	£14.00
Nett Current Assets	£14.00
Capital and Reserves	£0.00
Total Members Funds	£14.00

- a) The company was dormant throughout the financial year ended 31 March 2014
- b) For the year ended 31 March 2014 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 post year end

The Trust hosted a major week long poetry event in trust schools, culminating in a memorable morning for the general public in Tavistock Town Hall.

A major CPD programme for leadership development has been started, providing 10 places across trust schools. This initiative began in September 2014 with a residential conference, and is supported by the British Educational Leadership and Education Research Society (BELMAS). Participants will undertake action research across the schools.

Building on the success of Schools Direct, Tavistock College is now the lead school in a secondary partnership, which has successfully bid for 15 secondary places for September 2015.

The Trust Heads and Trustees held a visioning day to help determine future strategy.

General issues

The trustees remain concerned that the current dual operation of an LLC and the Trust is impacting on the pace of the development of the Trust. A resolution is in sight.

Some Trust schools have individual challenges which have prevented them making their full contribution to the Trust in the last year.

Not all partners are engaging with the trust in the way that was anticipated.

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
- To attract sufficient funding to allow appointments of key personnel to sustain future work
- To work with Partner Tamar Grow Local to develop and consolidate food growing, nutrition and food produce projects across all Trust schools
- To develop an expanded membership scheme of the Trust

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.

This annual statement was approved by the Trustees on 24 November 2014 and signed on their behalf by:

Chair

Tavistock Co-operative Learning Trust