

**COUNCIL FOR LEARNING
OUTSIDE THE CLASSROOM**

(A Charitable Company Limited by Guarantee)

**TRUSTEES' REPORT AND
FINANCIAL STATEMENTS**

for the year ended 31 March 2015

**Company Number 06778701
Registered Charity Number 1127802**

**COUNCIL FOR LEARNING
OUTSIDE THE CLASSROOM**

(A Charitable Company Limited by Guarantee)

**Trustees' report and accounts
for the year ended 31 March 2015**

Contents	Page
Trustees' Report	1 - 12
Statutory Auditor's Report	13 - 14
Statement of Financial Activities	15
Balance Sheet	16
Notes to the Financial Statements	17 - 21

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2015

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2015.

Reference and Administrative Information

CHARITY NAME: Council for Learning Outside the Classroom

CHARITY REGISTRATION NUMBER: 1127802

COMPANY REGISTRATION NUMBER: 06778701 (England and Wales)

**REGISTERED OFFICE AND
OPERATIONAL ADDRESS:**
Head Office
Preston Montford
Montford Bridge
Shrewsbury
SY4 1HW

BOARD OF TRUSTEES:
Anthony Thomas OBE – Chair
Paul Airey
Brian Ogden
Graham Lodge (co-opted)
Justin Dillon
Ian Pearson
Steven Dool
Juno Hollyhock
Rob Lucas (co-opted)
Ian McInnes
Elaine Skates (appointed 1.8.14 / resigned 7.7.15)
Peter Carne (appointed 29.4.15)

CHIEF EXECUTIVE OFFICER:
Beth Gardner (resigned 31.7.14)
Elaine Skates (appointed 14.10.14)

COMPANY AND HONORARY SECRETARY: Beth Gardner (resigned 31.7.14)

SENIOR STATUTORY AUDITOR:
Diane Lockwood
Ling Phipp Chartered Accountants and Statutory Auditor,
22-26 Nottingham Road
Stapleford
Nottingham
NG9 8AA

BANKERS:
CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2015 (cont)

Structure, Governance and Management

Governing Document

The Council for Learning Outside the Classroom (CLOtC) is a Company Limited by Guarantee which means that each Board Member (Trustee) has to pay up to £1 if the company needed resources upon winding up. The Company is also a Registered Charity.

The Company is governed by its Memorandum and Articles of Association dated 22 December 2008, the date the charity was incorporated.

The board of trustees administers the charity. It comprises of people with the necessary skills and experience to manage the work of the charity gained from educational, provider and user backgrounds. It meets as a minimum four times each year.

A Chief Executive Officer is appointed by the trustees to manage the charity's day to day operations.

The trustees have a risk management policy and risk register which continually reviews the risks the charity may face. The main risks are financial – the heavy reliance on external funding, adequacy of resources for developing the charity's services, and the lack of financial security for the medium/long term. The trustees are working on these issues and a fund raising strategy is in place and being implemented, to try to spread the risk.

In addition to the board, which is responsible for making strategic decisions for the charity, the Council also has two committees, with specific delegation of authority.

Audit Committee

Covers legal, finance and HR issues, and includes keeping the governance of the Council under review.

LOtC Quality Badge Committee

Responsible for the strategic development of the LOtC Quality Badge, and includes approval of Awarding Bodies; development of the quality indicators; dealing with complaints; and moderation.

Objectives and Activities

The main aim of the Council for Learning Outside the Classroom (as stated in its Memorandum of Association) is:
To promote and champion learning outside the classroom to enable all children and young people to benefit from increased opportunities for high-quality and varied educational experiences.

The Council champions learning outside the classroom (LOtC) and encourages young people to get out and about because research shows that children learn best through real life experiences.

The Council is the leading voice for learning outside the classroom:

- Influencing and challenging learning outside the classroom policy and practice.
- Raising the profile of learning outside the classroom and promoting the benefits.
- Aiming for high quality learning outside the classroom that meets the needs of young people and providing support for education and LOtC professionals.

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2015 (cont)

The Council is built upon a partnership of stakeholders who have come together to further the principles of LOTC. This partnership gives us a unique foundation of support and knowledge and will empower us in the fulfilment of our aims.

The Council was set up to take forward the aims of the Learning Outside the Classroom Manifesto, and as such its responsibilities are to:

- Develop as the leading voice for learning outside the classroom.
- Influence and challenge learning outside the classroom policy and practice.
- Raise the profile of learning outside the classroom and promote the benefits.
- Consult with and represent the views of the wider LOTC partnership.
- Act as the consultative body for the development of policy and legislation.
- Drive the LOTC Action Plan.
- Maintain the cohesion of the LOTC partnership.
- Communicate with all stakeholders, including through a website.
- Maintain an overview of learning outside the classroom and act to resolve common issues.
- Improve the quality of learning outside the classroom through the LOTC quality badge scheme.
- Provide support, aiming for high quality learning outside the classroom that meets the needs of young people.
- Commission and/or undertake research.
- Access funds and/or generate income to enable more young people to access learning outside the classroom.
- Provide strategic direction for the LOTC Quality Badge scheme and be the “awarding authority”.

The operations undertaken by the charity help it offer its activities to all. The trustees confirm that they have complied with their duty under Section 17 of the 2011 Charities Act with regard to Public Benefit.

The Council has a board of trustees which includes:

Eight trustees directly elected by the membership. Four seats on the board will be permanently reserved for members drawn from the user constituency (for example, governors, parents, teachers). Four seats will be permanently reserved for members drawn from the provider constituency (for example, providers of creative experiences, adventurous activities). It is expected that all trustees will represent all providers and users and not just their particular group.

The Chair – as defined by clause 36(1) of the Articles of Association, the trustees shall appoint a trustee to chair their meetings and may at any time revoke such appointment.

Trustees will serve a maximum of six years, after which there shall be a one year gap before that person is eligible to stand again for election.

Under clause 29(1) of the Articles of Association, trustees elected at a general meeting may appoint additional trustees providing the total number of trustees does not exceed ten. In appointing additional trustees, they may draw these either from users or providers or from neither sector.

All office holders and board members are elected in their personal capacities and for their personal knowledge, skills and qualities, not as delegates or representatives of the organisations to which they probably belong.

At each AGM, one third of the directors, or if their number is not three or a multiple of three, the number nearest to one third must retire from office. If there is only one director, he or she must retire.

The directors to retire by rotation shall be those who have been longest in office since their last appointment. If any directors become or were appointed on the same day, those to retire shall (unless they otherwise agree among themselves) be determined by lot.

On appointment, all trustees will receive an induction covering:

General charity governance

Specific governance relating to CLOtC

An update on the charity's strategic plan and progress to date.

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2015 (cont)

Dear members and stakeholders,

2014-15 has been an important year for CLOtC with many significant achievements to celebrate. The last year has seen changes within CLOtC with a change of Chief Executive, along with extensive external changes including more education reforms with ongoing changes to GCSE and A-levels and roll out of the new national curriculum.

Over the past year we have focussed on supporting schools and providers to adapt to these reforms and make the most of the numerous opportunities for learning outside the classroom in the curriculum. In our work with schools, Government and other influential bodies we have highlighted the importance of LotC in raising attainment and helping all pupils to make good progress, particularly children who may find it difficult to engage in a classroom setting. We also have highlighted the valuable contribution of LotC in supporting school improvement, helping young people develop the character attributes & skills that lead to success and the relevance of LotC with regard to the Ofsted inspection framework.

Picking out just a few highlights from the last year, our 2014 Annual Conference with the theme of "Teaching the new curriculum outside the classroom" was hailed as our best yet, with 200 delegates attending the event at the University of Derby. Over the year we delivered training to 500 trainee teachers who will now enter teaching with a clear understanding how LotC can enhance quality of teaching and bring learning to life. In addition, the number of educational establishments achieving the LotC Mark accreditation doubled in 2014-15 and 150 new organisations were awarded the LotC Quality Badge. Through our accreditations we are driving up the quality of LotC provision nationwide, ultimately improving educational outcomes for all young people as well as changing lives.

Looking to the future, our Stakeholder Engagement Survey at the end of the year gave members and stakeholders the opportunity to help to shape our strategy for the next 3 years. 186 of you responded with your thoughts and ideas and we feel very lucky to have such a passionate base of support. Those who responded indicated that they felt influencing policy and practice should be the number 1 priority for CLOtC moving forward. Therefore we will work closely with stakeholders to ensure a more powerful collective voice for learning outside the classroom, reinvigorate our sector partnership network and facilitate a more focused partnership approach in our influencing work.

Many of you will be well aware of the financial challenges placed on the charity since the end of our Government funding in 2011, and we have been so grateful for the many ways in which members and partners have rallied to support us through this time. It is with heartfelt thanks that I am able to share that we have now achieved full financial sustainability, with our income from membership, accreditations and CPD covering our core costs. This puts us on a stable footing from which, with your continued support, we can grow and achieve even more to ensure further LotC opportunities for all young people.

With heartfelt thanks,

The Trustees and staff of CLOtC.

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2015 (cont)

Achievements and performance

Achievements and highlights have been set out following the 5 key priority areas identified in the 2013-14 annual report:

1. LOTC Quality Badge and wider quality accreditation

Achievements this year:

- Over 150 new providers were awarded the national LOTC Quality Badge accreditation this year, a 50% increase on new awards made in the previous financial year. Almost 1000 providers of learning outside the classroom experiences across the UK and beyond now hold this accreditation, which signifies that an organisation offers good quality LOTC and manages risk effectively. Designed to provide assurance and reduce red tape for teachers and others working with young people, the accreditation makes it easier to offer a wider range of good quality LOTC activities to support the learning of young people. From museums to farms, and sacred spaces to adventure activity centres – the accreditation is widely accepted by local authority Outdoor Education Advisers in place of some or all of the health and safety checks schools previously had to complete. The accreditation also gives providers a valuable framework to help them ensure their risk management procedures are robust and improve the educational quality of their provision.
- The number of organisations holding the LOTC Mark accreditation doubled in 2014-15, with 35 new LOTC Mark Awards being made during the course of the year. LOTC Mark is the first national accreditation for educational establishments which recognises and supports the development of LOTC across all subject areas. It is a useful development tool which gives schools a framework for integrating regular LOTC experiences across the curriculum.
- Uptake of the LOTC Site Provider Award increased significantly, with 54 new accreditations awarded during the course of the year. The LOTC Site Provider Award is for organisations that welcome educational visits to their site, but don't provide any direct educational services. The accreditation indicates good quality LOTC facilitation and effective risk management, whilst offering a framework for sites welcoming schools to ensure that their provision meets the needs of users.

Looking ahead:

Improving the quality of LOTC within the industry continues to be a priority for CLOTC, so the organisation plans to offer further support and CPD for LOTC Quality Badge holders to help them develop further. It will continue to work creatively to raise awareness of the LOTC Quality Badge and LOTC Mark accreditations to schools. It will continue to work in close partnership with the Outdoor Education Advisers' Panel and its members to achieve this, as well as forging new partnerships to ensure it reaches a wider audience of schools including independent schools and academies. It will develop new marketing strategies to attract new applicants for the LOTC Quality Badge from all sectors and will recruit and train more assessors to speed up assessment times for applicants.

"Working towards the LOTC Quality Badge was one of the most beneficial exercises I have carried out in my career so far. It gives a brilliant framework for self-assessment as well as a great endorsement when you get the badge!"
Kate Allies, Rosliston Forestry Centre

"The process of application was simple and easy and the document we received to show further areas of development was extremely helpful for our staff."
Brooklands Primary School, LOTC Mark (Bronze) holders

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2015 (cont)

2. Membership development

Achievements this year:

- 169 members joined between April 2014 and March 2015. Schools now represent over 50% of CLOtC's 727 strong membership base. (136 individuals, 328 schools and 262 organisations including LOtC providers and ITT institutions).
- 5 years after CLOtC's first AGM, it undertook a Stakeholder Engagement Survey to help assess its impact and ask members and stakeholders what they felt the organisation's priorities should be over the next few years. 186 members and stakeholders took the time to respond and share their views, which will be used to shape the strategy for the next 3 years.
- CLOtC's expanded its sponsored membership scheme for schools, with a further 4 local authorities signing up to the scheme to ensure that their schools can access benefits to improve and embed their LOtC provision at a vastly reduced cost. 16 local authorities have signed up to the scheme to date. CLOtC also announced that the scheme will be extended to academy sponsors who join as large organisational members, so they can support their schools in developing LOtC provision.

Looking ahead:

Membership development will continue to be a key priority for the Council. This ensures that the Council continues to develop its priorities in accordance with the needs of members on the ground, as well as providing a stable source of unrestricted income to support the work of the charity in promoting learning outside the classroom. A strong and expanding membership will add increasing weight to national influencing work. CLOtC is aspiring to 1000 members by the end of the 2015-16 financial year with a renewal rate of over 90%.

"The newsletter and website are great sources of info."
Local authority member

3. LOtC CPD, training and support

Achievements this year:

- CLOtC delivered training to almost 1000 school staff, LOtC providers and student teachers during the 2014-15 financial year. 273 delegates attended CLOtC training sessions, an increase from 226 in 2013-14, and the CLOtC annual conference was the biggest ever, with a sell-out 200 attendees. The organisation also delivered sessions for over 500 ITT students.
- Over 3,500 votes were received for the Awards for Outstanding Contribution to LOtC – the highest number so far, and CLOtC was also very pleased to have the Awards supported by the School Travel Organiser (then the School Travel Organiser's Guide) and Thornton's. The standard of nominees for the awards remains high.
- 6 new resource packs for teaching the new English and maths curricula outside the classroom were written to help teachers use LOtC to enhance their delivery of the new national curriculum.

Looking ahead:

The Council will seek to support even more schools, educational establishments and LOtC providers through training designed to help them develop their learning outside the classroom provision and utilise LOtC for curriculum delivery. It will achieve this by working with Outdoor Education Advisers and other partners to reach more schools in more locations around the UK. It will also continue to develop links with Initial Teacher Training providers to ensure trainee teachers have the opportunity to develop confidence and competence in LOtC as a crucial element of their teacher training.

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2015 (cont)

CLOtC's 8th national LOtC conference will be held on Thursday 26th November at Gilwell Park Scout Activity Centre in Epping Forest, Essex with the theme "Developing character outside the classroom". In addition, the Council will again run the Awards for Outstanding Contribution to LOtC, recognising the impact of individuals and teams of people whose commitment to LOtC ensures more young people experience the world beyond the classroom in order to improve their attainment and personal development.

"I would like to take this opportunity to say thank you for the LOtC course about the new national curriculum I attended on Monday evening. It was very well organised and I learnt a lot from the course. I am currently sharing this with staff!"
CLOtC training delegate

4. Influencing and fundraising

Achievements this year:

- CLOtC increased its reach on social media, with almost 2000 Twitter followers by March 2015. During the year, CLOtC wrote or supplied interviews for 11 national publications including BBC Radio Guernsey, Education Business Magazine, Teach Secondary, Teach Primary, My Academy Magazine, Education Investor Magazine, Project Wildthing, Families Online, Independent Education Today, Food, Farming and Countryside and the School Travel Organiser (then the School Travel Organisers Guide). It also delivered a virtual workshop on LOtC and School Improvement which has been published online as part of the virtual Northern Education Conference.
- CLOtC worked closely with the Paul Hamlyn Foundation's Learning Away and Natural England's Natural Connections project teams to disseminate the learning identified in the projects' evaluation and ensure the research impacts policy and practice.
- CLOtC worked with partners to influence the development of education policy including the Carter review into Initial Teacher Training, the revised Ofsted inspection framework, the proposal for the new 'College of Teaching' and qualifications reform proposals from DfE and Ofqual. CLOtC has highlighted the curriculum opportunities for LOtC through the CLOtC Members' Newsletter, workshops, CPD and media work.

Looking ahead:

In the 2014 Stakeholder Engagement Survey members and partners indicated that they felt influencing policy and practice should be the number one priority for CLOtC in the new 3 year plan. CLOtC will work closely with partners to ensure a more powerful collective voice for learning outside the classroom, reinvigorate the sector partnership network and facilitate a more focused partnership approach in its influencing work with Government, Ofsted, schools, academy representative organisations and other key influencers. CLOtC will seek endorsement from Government about the value of learning outside the classroom, the LOtC Quality Badge and LOtC Mark accreditation frameworks and will call for LOtC to be covered as an integral part of all initial teacher training.

"CLOtC has made great strides and worked hard against a difficult political backdrop."
LOtC Manifesto signatory

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2015 (cont)

5. Governance

Achievements this year:

- The LOtC helpline received over 4250 email enquiries and 821 telephone enquiries this year. System improvements, particularly financial and bookings systems, have helped to improve efficiency.
- CLOtC further reduced its cost base during 2014-15, becoming more efficient and effective in delivering good customer service with a small but streamlined and dedicated staff team.
- Significant work has been undertaken on improving financial administrative processes, with the average payment time reduced and minimal invoices outstanding at the end of the financial year.

Looking ahead:

The Council will continue to manage and develop a robust framework of systems and processes in order to run the organisation effectively, efficiently and within legal requirements. By sustaining a low asset base, the Council will maintain its commitment to providing cost effective services to members, stakeholders, funders and beneficiaries.

Financial Review

The financial statements have been prepared on a going concern basis, for the reasons stated below, under the historical cost convention and in accordance with the Companies Act 2006, the Charities Act 2011, the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable UK Accounting and the Financial Reporting Standard for Smaller Entities (effective April 2008).

Established by the DCSF (now Department for Education - DfE) in response to stakeholder feedback requesting a national, independent voice to take forward the aims of the Manifesto for Learning Outside the Classroom, the Council's inception period was very much reliant on restricted Government funding.

All Government funding came to an end on 31 March 2011, and whilst the Government continues to acknowledge the great benefits of LOtC, it too is having to make cuts and further core funding is unlikely in the foreseeable future. The public sector austerity measures, coupled with the general economic climate, have placed a huge challenge before the Council for Learning Outside the Classroom. However, CLOtC has risen to this challenge, focusing its limited resources on 5 key priorities (see Achievements and performance, above) in order to develop income streams to generate unrestricted funding for activity to meet its charitable objectives and support its members. This has included the development of the LOtC Quality Badge and the expansion of the accreditation family, to include LOtC Mark, in line with market demand, with the aim of improving quality and access to LOtC within the sector. Membership development work has resulted in a yet further increase in membership numbers this year despite cuts in public sector funding; and the expanded LOtC CPD training and support programme has enabled more people than ever before to improve their professional development in the field of LOtC.

CLOtC is a lean organisation, minimising assets and implementing strong cost control measures to ensure funds are used as efficiently and effectively as possible to achieve its charitable objectives. It has reduced expenditure from £255,494 in 2013-14 to £189,656 in 2014-15 and generated £175,161 unrestricted income during the financial year, providing the Council with a positive carry forward balance and cash flow forecast to underpin its work in the forthcoming financial year.

As CLOtC moves into the 2015-16 financial year it is delighted to share the positive news that as the 3 year grant from Paul Hamlyn Foundation has come to a close, CLOtC has now achieved full financial sustainability, with budgeted income covering the projected core costs for 2015-16.

The Board of Trustees is proud of the Council's significant achievements over recent years in the face of great uncertainty, and is confident that the charity will go from strength to strength in order to achieve its overall aim of removing the barriers and promoting the benefits of learning outside the classroom.

This success, however, has not been achieved in isolation, and both the Board of Trustees and the staff team would like to recognise and thank the wide range of partners who have worked hard to support the work of the Council. In particular, the Council has very much appreciated working in partnership with a number of stakeholders who have given it both financial and in kind support via sponsorship of events and activities.

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2015 (cont)

Partners providing support in 2014-15 include members of the CLOtC Sector Partnerships (including the Natural Environment Sector Partnership chaired by the Field Studies Council; the School Grounds Sector Partnership led by Learning through Landscapes; the Adventurous Activity Sector Partnership led by English Outdoor Council; the Study, Sports and Cultural Tours Sector Partnership led by STF and the Expeditions Sector Partnership led by EPA), Paul Hamlyn Foundation, Field Studies Council, the School Travel Organiser, and OEAP; along with many more who have supported us by providing venues for meetings and training, disseminating information and speaking out about the value of CLOtC to the sector. The organisation also appreciates the commitment and loyalty of individual and organisational members whose support is fundamental to its achievements.

Reserves Policy

The trustees have examined the charity's requirement for reserves in light of the main risks to the organisation.

The trustees have adopted the policy that unrestricted funds not committed and held by the charity should cover, in the event of it being wound up due to lack of funding, the equivalent of 3 months running costs including salaries, redundancy, notice pay and related costs estimated to total approximately £40K.

Currently, general reserves held are sufficient to cover the closure costs, should they be necessary.

The trustees will aim to ensure the continuation of current activities in the event of a significant drop in income.

The trustees review this policy as a minimum once a year.

Plans for the Future

The Council champions learning outside the classroom and encourages young people to get out and about because research shows that children learn best through real life experiences. The charity believes that EVERY child should be given the opportunity to experience life and lessons beyond the classroom walls as a regular part of education.

Over the coming 12 months the Council for Learning Outside the Classroom will consolidate its position with regard to financial sustainability. The Council remains proud of its very low cost base and will continue to demonstrate to its funding partners that it offers excellent value for money whilst seeking to grow its income streams so that it has more resources in order to support its charitable objectives.

Over the past couple of years the Council has listened to members and potential customers, and responded to these comments by developing an innovative approach to its work, meeting market demand whilst at the same time generating sustainable and varied income streams to minimise risk. Therefore CLOtC will continue to focus on products and services which meet identified need and fulfil its charitable objectives in campaigning for LOtC, promoting the benefits of LOtC and supporting the provision of high quality educational experiences that meet the needs of young people.

The Council will continue to focus on priorities identified by the Board of Trustees, and which have been proven to meet customer need:

- LOtC Quality Badge, LOtC Mark and the wider quality accreditation family
- Membership development
- LOtC CPD, training and support
- Influencing and fundraising
- Governance

Not only do those priorities clearly enable the Council to continue to deliver its core charitable objectives, in addition the initial four include income streams which enable the Council to operate as a financially viable charity. The fifth priority focuses on running an efficient and effective organisation meeting the charity's governance requirements.

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2015 (cont)

A Stakeholder Engagement Survey was launched in December 2014, 5 years after the first AGM, to review CLOtC's effectiveness in delivering the aims of the original Manifesto for Learning Outside the Classroom and to ask partners for their views regarding future direction and priorities. Whilst the majority of respondents felt that the Council for Learning Outside the Classroom was either effective or moderately effective in delivering its aims, the ambition is to be highly effective in every area so CLOtC will be striving to improve its impact. Stakeholders indicated that they are looking to CLOtC to provide leadership around influencing policy and practice and as a result of the views expressed the charity has identified a need for CLOtC to define and focus its influencing role to work more effectively with partners and act as the collective voice for learning outside the classroom. Therefore it will seek to strengthen partnerships and lines of communication with a number of sectors and influential organisations. Whilst sector partnership development was not in itself seen as one of the top priorities for the future, a mechanism for bringing together and representing all sectors is seen as being key to supporting CLOtC's influencing work.

Respondents also felt that CLOtC should prioritise communications work to raise the profile of learning outside the classroom and promote its benefits. Overwhelmingly they felt that raising awareness and engaging more schools must remain a key communications strategy in order for CLOtC to increase its influence.

Respondents were asked to rank a number of work areas in order of importance to inform CLOtC's future priorities and objectives. Respondents ranked the following as the top 10 priorities:

1. Acting as the national voice for LOtC & influencing policy and practice
2. Promoting learning outside the classroom and its benefits
3. Training for schools
4. LOtC Quality Badge (accreditation for providers) development
5. Training for providers
6. LOtC Mark (accreditation for schools) development
7. Research
8. Working with ITT providers
9. Local network support and development
10. Sector support and development

The views expressed in the Stakeholder Engagement Survey have been reviewed by trustees and will be used to help shape the 3 year development plan, which will be shared with members over the coming months. Whilst resources are still limited with regard to staff time and available marketing and communications budgets, through focusing resources and effective partnership working, CLOtC will seek to provide leadership to the LOtC community by increasing our efforts in the areas of influencing policy & practice, and promoting the benefits of LOtC.

Finally, CLOtC will improve communication with members and stakeholders to improve awareness of its work. It will repeat the survey to give members and stakeholders the opportunity to express their views and to measure its effectiveness all aspects of the work and operation of the Council.

As momentum in schools gathers pace and applications increase at each round, CLOtC looks forward to accrediting the 100th LOtC Mark school in 2015-16. It will continue to offer dedicated support to schools and wider educational professionals to increase the quality and frequency of LOtC opportunities for young people. As the range of providers obtaining the LOtC Quality Badge increases, CLOtC will develop support for LOtC Quality Badge holders to help them further improve their educational provision to meet the needs of young people.

As a result of its efforts in engaging with schools, schools now account for over 50% of CLOtC's membership base and school membership remains the fastest growing category of membership. The bi-monthly members' newsletter, cited as the most popular benefit by members, will continue to deliver high quality articles, providing support for schools and providers alike on issues such as the vast range of opportunities afforded by the new curriculum, the new Ofsted inspection framework and using the Pupil Premium to support LOtC. In 2015-16 CLOtC will review its membership benefits to ensure the needs of its loyal base of LOtC providers are as well catered for as those of school members as part of the membership package.

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2015 (cont)

From ideas for lesson plans to encourage teachers to take some of their lessons outside into the school grounds and local community in its LOfC in the national curriculum training courses to more in depth policy and curriculum planning support to inspire heads and senior leadership teams to integrate LOfC into the curriculum; the CLOfC CPD portfolio will continue to offer courses relevant for all those working in LOfC, and include tailored training for governors, EYFS teams, and LOfC providers. CLOfC will continue to develop its CPD programme to meet the challenges and opportunities offered by the new curriculum and exam specification changes.

CLOfC will develop its links with SSAT (formerly Specialist Schools and Academies Trust) and academy chains to ensure consistent support is offered to schools in the move away from local authority control to academisation, to ensure all schools are aware of the benefits of LOfC in improving attainment and achievement, as well as contributing to the personal development of young people.

The Council will continue to work with funding partners to develop long term relationships which meet the objectives of both partners, and will embrace funding opportunities where they clearly support the charity's core objectives. Council staff and trustees are particularly looking forward to working with the Paul Hamlyn Foundation on the Learning Away legacy programme, promoting the value of residential experiences for young people and the work of the Learning Away project, and continuing to work in close partnership with Natural England and the Natural Connections project team.

Underpinning all future work will be the Council's commitment to effective governance, ensuring that the organisation remains lean and fit, and best placed to meet the demands of members and wider beneficiaries now and in the future.

Once again, the Council has adopted ambitious targets, and challenges its members and stakeholders to get involved in the delivery of these objectives to achieve the ultimate aim of high quality LOfC opportunities for all young people.

Trustees' responsibilities in relation to the financial statements

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company at the balance sheet date and of its incoming resources and application of resources, including the statement of financial activities for the financial year. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 company will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the charity's assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2015 (cont)

In accordance with company law, as the company directors, we certify that so far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and as the directors of the company, we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Indemnity

Article 49 of the Company's Memorandum of Association requires the charity to indemnify any Director or Auditor of the charity against any liability incurred in that capacity to the extent permitted under sections 232 to 234 of the Companies Act 2006.

Members of the Board of Trustees

Members of the Board of Trustees, who are directors for the purpose of company law and Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

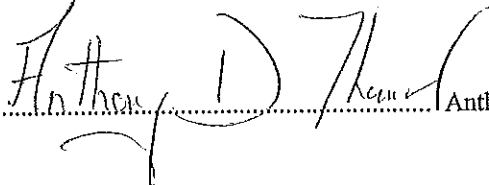
Board Members of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the charitable company in the event of winding up. The total number of such guarantees as at 31 March 2015 was 10 (2014:10).

Ling Phipp was reappointed as the charitable company's auditors during the year and has expressed their willingness to continue in that capacity.

A resolution to re-appoint Ling Phipp as auditors of the company will be proposed at the Annual General Meeting.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Management Committee on 13.10.2015 and signed on its behalf by:


..... Anthony D Thomas (Chair)

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)

Independent Auditor's Report to the Members of the Council for Learning Outside the Classroom

We have audited the financial statements for the Council for Learning Outside the Classroom for the year ended 31 March 2015 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters that we require to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Trustees' Responsibilities Statement set out on page 10, the trustees (who are also the directors of the company for the purposes of company Law) are responsible for preparing the financial statements and for being satisfied that the financial statements give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB) Ethical Standards for Auditors.

Scope of the Audit of the Financial Statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all financial and non-financial information to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard "Provision Available for Small Entities" in the circumstances set out in note fourteen to the financial statements.

Opinion on Financial Statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2015 and of its incoming resources and application of resources including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)

Independent Auditor's Report to the Members of the Council for Learning Outside the Classroom (cont)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- Adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- The financial statements are not in agreement with the accounting records and returns; or
- Certain disclosures of trustees' remuneration specified by law are not made; or
- We have not received all the information and explanations we require for our audit.

Dated 6.11.2018

Diane Lockwood, ACA, FCCA, ATT, Senior Statutory Auditor
For and on behalf of Ling Phipp Statutory Auditors(s)
Cliffe Hill House
22-26 Nottingham Road
Stapleford
Nottingham NG9 8AA

D. Lockwood

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee) Company Number 06778701

Statement of Financial Activities for the year ended 31 March 2015

	Note	Restricted Funds	Unrestricted Funds	Total Funds 2015	Total Funds 2014
		£	£	£	£
Incoming Resources					
From generated funds:					
Grants	2	-	11,355	11,355	12,883
Investment income	3	-	107	107	114
Fundraising		-	1,552	1,552	1,765
From charitable activities:					
Membership and activities	2	-	152,147	152,147	155,499
Donations	2	-	10,000	10,000	69,000
Total Incoming Resources		-	175,161	175,161	239,261
Resources Expended					
Cost of generating funds					
Costs of charitable activities	5	-	34,271	34,271	48,967
Governance costs	4	-	9,630	9,630	5,550
Support costs	4	-	145,755	145,755	200,977
Total Resources Expended		-	189,656	189,656	255,494
Net Incoming Resources Before Transfers		-	(14,495)	(14,495)	(16,233)
Gross transfers between funds		-	-	-	-
Net Incoming Resources and Net Movement in Funds		-	(14,495)	(14,495)	(16,233)
Total Funds Brought Forward		-	79,390	79,390	95,623
Total Funds Carried Forward	12	-	64,895	64,895	79,390

The notes on pages 17 to 21 form part of these accounts

The statement of financial activities includes all gains and losses in the year. All incoming resources, and resources expended, derive from continuing activities.

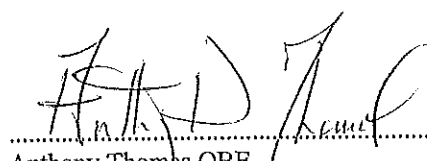
COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee) Company Number 06778701

Balance Sheet as at 31 March 2015

	Note	Total 2015	Total 2014
		£	£
Fixed Assets			
Tangible Fixed Assets	8	-	-
Current Assets			
Debtors	9	4,350	3,242
Cash at bank and in hand		<u>95,129</u>	<u>106,279</u>
		<u>99,479</u>	<u>109,521</u>
Liabilities			
Creditors falling due within one year	10	<u>34,584</u>	30,131
Net Current Assets		<u>64,895</u>	<u>79,390</u>
Creditors falling due in more than one year		-	-
Net Assets	11	<u>64,895</u>	<u>79,390</u>
The Funds of the Charity			
Restricted funds		-	-
Designated funds		-	-
Unrestricted funds		64,895	79,390
Total Charity Funds	12	<u>64,895</u>	<u>79,390</u>

The financial statements have been prepared in accordance with the provisions available to companies subject to the small companies regime within Part 15 Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board of Directors on 13.10.2015 2015 and signed on its behalf by:


.....
Anthony Thomas OBE
Chair

The notes on pages 17 to 21 form part of these accounts

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)

Notes forming part of the Financial Statements for the year ended 31 March 2015

1. Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below.

Basis of Preparation

The financial statements have been prepared on a going concern basis, for the reasons stated below, under the historical cost convention and in accordance with the Companies Act 2006 the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable UK Accounting and the Financial Reporting Standard for Smaller Entities (effective April 2008).

Legal Status

The charity is a company limited by guarantee and has no share capital. Its directors are its trustees and vice versa.

Funds Structure

Restricted funds are those subject to restrictions on their expenditure imposed by the donor or grantor.

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Incoming Resources

All incoming resources, including gifts in kind, are recognised gross when they are capable of measurement with reasonable accuracy and when receivable in accordance with any funding agreements.

Resources Expended

Expenditure, including irrecoverable VAT is recognised on an accruals basis as a liability is incurred. Irrecoverable VAT is included as a cost of the applicable expenditure.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include audit and other costs linked to strategic management. On the agreement of the main funding body, these costs are offset against restricted income funds.

Previously, costs included allocations of indirect costs in proportion to the direct staff costs of the activity.

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)

Notes forming part of the Financial Statements for the year ended 31 March 2015 (cont)

1. Accounting Policies (continued)

Depreciation

Depreciation of tangible fixed assets has been computed to write off the cost over the expected useful lives as follows:

Fixtures plant and equipment - 25% on cost (now completely written off)

Company Limited by Guarantee

The company is limited by guarantee and in the event of it being wound up every member is liable to contribute a sum not exceeding £10. There are no shares of any class, either authorised or allocated.

Pension Scheme

The charity operates a defined contribution pension scheme. The assets of the scheme are held outside the charity in independently administered funds. Contributions payable for the year are shown within the financial statements.

2. Incoming Resources

Incoming Resources	Restricted £	Unrestricted £	2015 £	2014 £
Donations				
Paul Hamlyn Foundation	-	10,000	10,000	69,000
Other	-	-	-	-
	<u>-</u>	<u>10,000</u>	<u>10,000</u>	<u>69,000</u>
Grants				
Forest Education Network	-	11,355	11,355	12,883
	<u>-</u>	<u>11,355</u>	<u>11,355</u>	<u>12,883</u>
Income from Charitable Activities				
Membership	-	36,991	36,991	36,699
LOtC Quality Badge	-	54,229	54,229	67,090
CPD Training and Support	-	47,724	47,724	37,511
Other Contracted Work and Administration Fees	-	13,203	13,203	14,199
	<u>-</u>	<u>152,147</u>	<u>152,147</u>	<u>155,499</u>

3. Investment Income

	Restricted £	Unrestricted £	2015 £	2014 £
Bank Interest	-	107	107	114

4. Support Costs

Support Costs	General Operations	Governance	2015	2014
	£	£	£	£
Legal Fees and Subscriptions	-	242	242	426
Staff Costs (see note 7)	134,547	-	134,547	190,186
Insurance	1,045	-	1,045	1,206
Office Expenses	10,163	-	10,163	9,188
Depreciation	-	-	-	397
External Audit and Accountancy	-	3,720	3,720	3,720
Trustees' Expenses & Meeting Costs	-	2,344	2,344	1,404
Finance Support (bookkeeping & payroll)	-	3,324	3,324	-
	145,755	9,630	155,385	206,527

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)

Notes forming part of the Financial Statements for the year ended 31 March 2015 (cont)

5. Charitable Expenditure

	Direct Cost £	2015 £	2014 £
Expenditure – Project Related	<u>34,271</u>	<u>34,271</u>	<u>48,967</u>

All wages costs are now allocated to general costs rather than specific projects.

6. Net incoming resources are stated after charging (recovering):

	2015 £	2014 £
Auditor's Remuneration	2,350	2,350
Depreciation	-	397
Other payments to auditors for accountancy services & payroll preparation	1,694	1,370

7. Staff costs and numbers

	2015 £	2014 £
Trustees' Remuneration	-	-
Gross Wages and Salaries	107,991	146,961
Employers National Insurance Contributions	8,147	14,196
Pension Costs	4,416	5,098
Staff Travel and Expenses Reimbursed (previously included in salary costs)	13,993	23,931
	<u>134,547</u>	<u>190,186</u>

	2015	2014
The average number of employees during the period		
Total number of staff employed	4	5

The number of employees to whom retirement benefits were accruing was as follows:

	2015	2014
Defined Contribution Scheme	<u>3</u>	<u>4</u>

No employee received emoluments in excess of £60,000.

On 1 August 2014 Elaine Skates was appointed as company director and also undertook the role of Chief Executive Officer. The gross salary paid for her role as Chief Executive Officer from 1 August 2014 to 31 March 2015 was £16,800. The post of director was resigned by Elaine Skates on 7 July 2015.

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)

Notes forming part of the Financial Statements for the year ended 31 March 2015 (cont)

8. Analysis of fixed assets

	Equipment £	Total £
Cost:		
As at 1 April 2014	4,481	4,481
Additions	-	-
Disposals	-	-
As at 31 March 2015	<u>4,481</u>	<u>4,481</u>
Depreciation:		
As at 1 April 2014	4,481	4,481
Charge for year	-	-
Disposals	-	-
As at 31 March 2015	<u>4,481</u>	<u>4,481</u>
Net book value at 31 March 2015	<u>-</u>	<u>-</u>
At 31 March 2014	<u>-</u>	<u>-</u>

9. Debtors

	2015 £	2014 £
Trade Debtors	4,350	3,242
	<u>4,350</u>	<u>3,242</u>

10. Creditors

	2015 £	2014 £
Falling due in one year:		
Trade Creditors	2,648	3,556
Accruals	3,720	3,720
Deferred Income	28,216	22,855
	<u>34,584</u>	<u>30,131</u>

	2015 £	2014 £
Deferred Income:-		
Membership in advance	28,217	22,044
FEN – National Networking Day	-	811
	<u>28,217</u>	<u>22,855</u>

11. Analysis of Net Assets

	Tangible fixed assets £	Other assets & (liabilities) £	Total Funds 2015 £	Total Funds 2014 £
Restricted fund	-	-	-	-
Unrestricted fund	-	64,895	64,895	79,390
	<u>-</u>	<u>64,895</u>	<u>64,895</u>	<u>79,390</u>

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)

Notes forming part of the Financial Statements for the year ended 31 March 2015 (cont)

12. Analysis of Funds

	At 31 March 2014 £	Incoming £	Transfers & Outgoing £	At 31 March 2015 £
Restricted Funds:-	-	-	-	-
Unrestricted Funds	79,390	175,161	189,656	64,895
Total Funds	<u>79,390</u>	<u>175,161</u>	<u>189,656</u>	<u>64,895</u>

13. Transactions with Trustee and related parties

The transaction occurring with related parties and Trustees were:

	2015 £	2014 £
Reimbursement of Trustees travelling to meetings (6 Trustees)	2,344	1,181

Other Payments Related Parties

Payments were made to ACA Educational Services totalling £1,500 (2014: £5,385). This company is owned by the chairman, Mr Anthony Thomas. Payment was made for LOtC Quality Badge assessment and associated work, under a specific contract.

Payments were made to Paul Airey totalling £250.00 for LotC Quality Badge Accreditation.

Payments were made to Graham Lodge totalling £500.00 for LotC Quality Badge Accreditation.

At 31 March 2015 an amount of £392 was owing to Graham Lodge.

14. APB Ethical Standards – Provisions available for small entities

In common with many other entities of our size and nature we use our auditor to assist with the preparation of the financial statements.

15. Taxation

The charitable company is exempt for Corporation Tax on its charitable activities. The Trustees have reviewed the charity's activities and are confident that they further the company's charitable aims and as such are considered to be primary purpose trading.

16. Trustee Indemnity Insurance

The insurance provides cover of up to a maximum of £250,000 in aggregate for any year for an annual premium of £323.68.

17. Pension Commitments

The charity contributes to a defined contribution pension scheme. The assets are held and administered by the Aegon and Legal & General pension schemes. The pension cost charge represents contributions payable by the charity to the pension scheme and amounts to £4,416 (2014: £5,098).