

**COUNCIL FOR LEARNING  
OUTSIDE THE CLASSROOM**

**(A Charitable Company Limited by Guarantee)**

**TRUSTEES' REPORT AND  
FINANCIAL STATEMENTS**

**for the year ended 31 March 2016**

**Company Number 06778701  
Registered Charity Number 1127802**

# COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM

(A Charitable Company Limited by Guarantee)

## Report of the Trustees for the year ended 31 March 2016

The Trustees are pleased to present their annual Director's Report together with the financial statements of the charity for the year ended 31 March 2016 which are also prepared to meet the requirements for a Director's Report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the financial Reporting Standard for Smaller Entities.

### Chairs' Report

Dear partner,

2015-16 was a very positive year for the Council for Learning Outside the Classroom as we finalised a new strategy following the stakeholder engagement consultation.

Members and stakeholders said they wanted the Council to provide leadership and mobilise all those with an interest in LOTC to work together and advocate for more learning outside the classroom opportunities for more young people.

We have responded by talking to our sector partnership representatives and as a result have established an LOTC Sectors Working Group to help the Council to work more effectively together to influence national policy. The LOTC Sectors Working Group aims to work with partners to facilitate links between research, policy and practice - across all types of learning outside the classroom activities from heritage to outdoor learning to overseas trips.

Supporting schools to do more LOTC and ensure they are maximising the impact of the LOTC that they offer continued to be a central focus over the last 12 months. As a result 2015/16 saw the 100<sup>th</sup> School achieving the national LOTC Mark accreditation. In addition 65 new providers were awarded the LOTC Quality Badge over the course of the year. As a result of the support and accreditation process the contribution of LOTC within schools is being recognised and has resulted in the improvement of educational and personal outcomes for young people.

Over 800 schools and providers were supported through our CPD and events programme, including our national conference which took place at Gilwell Park Scout Activity Centre in Essex. We have also developed our CPD offer to ensure progression for everyone from a teacher wishing to lead an LOTC activity for the first time right through to head teachers or governors looking to embed LOTC and transform the culture of their school. Also, we have launched a new course "Developing and Reviewing Active Learning" to assist experienced schools and providers move from 'good' to 'high' quality provision. New courses in partnership with the Historical Association, Learning through Landscapes and with the FSI a fundraising for LOTC course were developed in 2015/16 and have greatly enriched our CPD programme.

Finally, leading the Learning Away Legacy Consortium, CLOTc worked with Consortium members to secure £216K funding from the Paul Hamlyn Foundation. Over the next 2 years this will fund further research, CPD and support and a major communications campaign to promote 'Brilliant Residential's'.

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

**Report of the Trustees for the year ended 31 March 2016**

The campaign was launched in autumn 2016, aiming to disseminate the Learning Away findings to ensure that many more young people have a residential and that these are high quality experiences. The Council hopes that all its partners will offer their support in spreading the word about this exciting initiative.

We all continue to operate in a challenging financial climate so your support is absolutely crucial to ensure CLOTC continues to have an impact fulfilling its charitable objectives. Therefore we would like to thank every one of our members, LOTC Quality Badge holders, LOTC Mark schools and all of our other supporters for backing CLOTC both financially and by adding your voice to our partnership.

With heartfelt thanks, *The CLOTC staff and Trustees.*

### **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.

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).

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

**Report of the Trustees for the year ended 31 March 2016 (Continued)**

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.

### **Achievements and performance**

Achievements and highlights have been set out following the 5 key priority areas identified in the Strategic Plan 2015-19.

#### **1) Influencing and challenging learning outside the classroom policy & practice**

In 2015/16 CLOtC's focus in this area was to work closely with partners 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 with government, Ofsted, schools, academy representative organisations and other key influencers.

#### **Key achievements were:**

- following consultation with sector partnership chairs and other key partners, the LOtC Sectors Working Group was established in 2015 with the purpose of enabling greater coordination and communication between the sectors and with the research community in order to achieve one clear and collective voice for LOtC to maximise reach and influence.
- CLOtC collaborated with sector partnerships via the LOtC Sectors Working Group to submit a coordinated response to the Commons Select committee inquiry into the purpose of education.
- CLOtC contributed to a DEFRA roundtable discussion with regard to a planned campaign to re-connect children with the natural environment.

#### **Looking ahead CLOtC will work with the LOtC Sectors Working Group and other partners to:**

- identify and understand the key challenges for increasing the uptake of LOtC, drawing on the appropriate evidence and insight.
- work collaboratively to develop and implement a programme aimed at tackling the key challenges and advocating the benefits of LOtC to government, interested parties such as Ofsted, Ofqual, teacher unions, subject associations and schools.

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

**Report of the Trustees for the year ended 31 March 2016 (Continued)**

- work with the Strategic Research Group for Learning in the Natural Environment (SRG LINE) and other partners such as the Institute for Outdoor Learning to assist all sectors with an interest in LOfC to be effective in sharing, influencing and shaping future research in this area and to support evidence led policy and practice.

A key aim for 2016/17 is to engage the Arts & Creativity and Sacred Spaces sectors in this work and approaches from interested partners are welcomed.

*"We have really enjoyed making the developments and are really embracing teaching in such a creative way. We would love to continue working with you on driving this agenda and would welcome the opportunity to share our journey with other secondary schools."*

**2) Raising the profile of learning outside the classroom and promoting its benefits**

In 2015/16 CLOtC continued to be effective in cultivating positive relationships with the education press and disseminating messaging to ensure a greater awareness of the benefits of LOfC.

**Key achievements were:**

- CLOtC increased its reach on social media, with over 2500 Twitter followers by April 2016. During the year CLOtC wrote or supplied interviews for 29 national publications including TES, Guardian Education, The Telegraph, TES, BBC South, Education Business Magazine, Teach Secondary, Teach Primary, Early Years Magazine, Education for Everybody, QA magazine and the School Travel Organiser.
- the CLOtC annual conference took place on Thursday 26<sup>th</sup> November at Gilwell Park Scout Activity Centre, Epping Forest, Essex with the theme of Developing Character Outside the Classroom. The conference was attended by 170 delegates from schools, providers and other organisations with an interest in LOfC.
- 59 nominations and over 5,017 votes were received for the Awards for Outstanding Contribution to LOfC. The purpose of the event was to celebrate LOfC and promote the benefits to schools, the media and the wider public. The winners were revealed at a special celebration dinner hosted by Gilwell Park Scout Activity Centre on 26<sup>th</sup> November. Thank you to our sponsors YHA, eeZeeTrip and Scout Activity Centres.

**Looking ahead CLOtC will:**

- produce and deliver a new communications strategy to communicate the benefits of LOfC through a variety of media: newsletters, press, website social media, events and by holding an annual conference.
- organise the annual LOfC Awards to promote the benefits of LOfC to schools, the media and the wider public.
- continue to work closely with the School Travel Organiser and other target publications in order to disseminate positive messaging about the benefits of LOfC with the aim of ensuring more LOfC experiences for more young people.

*"We strongly believe that the experiences children have outside of the classroom has huge benefits to their learning and progress within the classroom. This award is a great way for us to celebrate all the fantastic work we have always done and strengthens our commitment to developing our learning outside the classroom further." LOfC Mark school.*

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

**Report of the Trustees for the year ended 31 March 2016 (Continued)**

**3) Providing support for education and LOfC professionals, aiming for high quality learning outside the classroom that meets the needs of young people**

In 2015/16 CLOtC continued to support schools to overcome the barriers to LOfC and assist schools and LOfC providers to improve their practice by providing training, resources and membership services, and promoting the LOfC Quality Badge and LOfC Mark accreditations.

**Key achievements were:**

- CLOtC delivered training to almost 800 school staff, LOfC providers and student teachers during the 2015-16 financial year. 391 delegates attended CLOtC training sessions and events and CLOtC also delivered sessions for over 400 ITT students.
- 65 new providers were awarded the national LOfC Quality Badge accreditation this 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 LOfC and manages risk effectively. Designed to help teachers and others working with young people to identify quality LOfC providers, the accreditation is also a valuable development framework for the providers to help them improve their practice.
- the LOfC Mark accreditation was awarded to the 100<sup>th</sup> School during the 2015-16 financial year. 28 new LOfC Mark Awards were made during the course of the year. LOfC Mark is the first national accreditation for educational establishments which recognises and supports the development of LOfC across all subject areas. It is a useful development tool which gives schools a framework for integrating regular LOfC experiences across the curriculum.

**Looking ahead CLOtC will:**

- seek to support even more schools, educational establishments and LOfC providers through a progressive programme of training designed to help them improve their learning outside the classroom provision whatever their starting point or level of expertise in LOfC.
- continue to develop links with Initial Teacher Training providers to ensure trainee teachers have the opportunity to develop confidence and competence in LOfC as an element of their teacher training.
- work creatively to raise awareness of the LOfC Quality Badge and LOfC Mark accreditations to schools, working closely with the Outdoor Education Advisers' Panel and forging new partnerships to ensure we reach a wider audience of schools including independent schools and academies.

*"Very friendly atmosphere allowing us to ask questions and discuss ideas openly. The course has very much enthused me to go for the LOfC Mark."*  
CPD delegate.

**4) Resource development to consolidate our stable financial position and generate additional funds to support our work:**

Resource development continued to be a focus for CLOtC in 2015-16 to consolidate a sustainable funding model to ensure CLOtC can continue to grow and deliver its charitable objectives.

**Key achievements were:**

- CLOtC secured £216K funding for a 2 year project which will be managed by CLOtC on behalf of the Learning Away Consortium.
- improving customer retention rates for membership and the LOfC Quality Badge, securing unrestricted funds for the charity.
- further progress was made on improving financial administrative processes, with the average payment time reduced and minimal invoices outstanding at the end of the financial year.

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

**Report of the Trustees for the year ended 31 March 2016 (Continued)**

**Looking ahead CLOtC will:**

- continue to promote, develop and grow our earned income streams including membership, CPD and accreditations .
- develop new products in response to user and provider needs.
- seek funding for projects to support the delivery of the charitable objectives.

*"The files you sent are fantastic! I shall be using them to promote LOtC and OL and educate colleagues in our school setting in workshops.  
Thanks." Zora Miller, Southfield School.*

**5) Learning Away**

A significant achievement for CLOtC in 2015/16 was its role in establishing the Learning Away Consortium and securing legacy funding for the Learning Away project.

In 2009, set up as a special initiative by the Paul Hamlyn Foundation, Learning Away began working closely with 60 primary, secondary and special schools to demonstrate the positive impact that high-quality residential learning can have on learner engagement and achievement, on peer and teacher-student relationships, and on the professional development opportunities it can provide for staff.

The impact of the Learning Away experience has been robustly evaluated over a five year period by independent evaluators, York Consulting, using extensive survey and focus group data. In June 2015 York Consulting published a compelling final report about the positive impacts of Learning Away, for participating students, staff and the wider school community.

In December 2015, the Paul Hamlyn Foundation agreed to provide a further two years of 'legacy' funding to Learning Away. The funding has been awarded to a newly developed Learning Away Consortium, led by the Council for Learning Outside the Classroom (CLOtC). The funding will enable the Consortium to deliver a campaign which will aim to increase the number of young people taking part in residential and improve the quality of residential provision.

'Brilliant Residential' will launch as a campaign across the UK in September 2016. It will target schools (particularly head teachers and teachers), providers of residentials, and education policy makers. The campaign will promote the benefits of learning through high-quality residential experiences (backed by compelling research created through the Learning Away programme). The aim is to increase the number of residentials taking place across the UK, and improve the quality of the residential experiences. Ultimately, this aims to lead to improved resilience, relationships, achievement and brighter, brilliant futures for young people.

The funding will also enable the Consortium to continue to make the case for and build the evidence base for brilliant residentials and create more resources to support schools & providers to run brilliant residentials including access to CPD and practical tools. Managing the project will be an important part of CLOtC's work over the coming 2 years.

**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 (issued in July 2014), 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, 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.

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

**Report of the Trustees for the year ended 31 March 2016 (Continued)**

However, CLOtC has risen to this challenge, focusing its limited resources on growing its earned income from membership, accreditations, CPD and resources, that support schools and providers to develop high quality learning outside the classroom provision. CLOtC has been successful in growing these income streams to generate unrestricted funding for activity to meet its charitable objectives and support its members.

CLOtC has developed as a lean organisation, minimising assets and implementing strong cost control measures to ensure funds are used as efficiently and effectively as possible to achieve the charity objectives. CLOtC reduced expenditure from £255,494 in 2013-14 to £191,494 in 2014-15 and has maintained this lower level of expenditure (£191,174) in 2015-16. CLOtC marginally increased unrestricted income from charitable activities from £175,161 in 2014/15 to £172,539 in 2015/16, providing the Council with a healthy carry forward balance and positive cash flow forecast to underpin its work in the forthcoming financial year.

The financial climate continues to be challenging for CLOtC, with the austerity budgets of recent years placing pressure on school budgets, public sector and charities alike. As these organisations make up a large proportion of CLOtC's customer base this has inevitably impacted on the growth in some budget areas.

However, membership and accreditations income both grew in 2015-16 and further growth is anticipated over the coming 12 months.

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, we have very much appreciated working in partnership with a number of stakeholders who have given the Council both financial and in kind support via sponsorship of events and activities. Partners providing support in 2015-16 include members of the CLOtC Sector Partnerships (including the Natural Environment Sector Partnership; 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, the Expeditions Sector Partnership led by EPA and the Heritage Sector Partnership led by GEM), Paul Hamlyn Foundation, the Field Studies Council, Natural England, Historic England, eeZeeTrip, Scout Activity Centres, YHA, the School Travel Organiser, Neston High School and OEAP; along with many, 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. We also appreciate the commitment and loyalty of our individual and organisational members whose support is fundamental to our 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. We believe that EVERY child should be given the opportunity to experience life and lessons beyond the classroom walls as a regular part of growing up.



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

**Report of the Trustees for the year ended 31 March 2016 (Continued)**

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 funding partners that it offers excellent value for money whilst seeking to grow our income streams so that we have more resources in order to support our 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 moves into 2016/17 with a new strategy, informed by its 2015 stakeholder engagement survey, which has enabled the Board of Trustees to identify the following priority areas:

- **Influencing and challenging learning outside the classroom policy and practice**
- **Raising the profile of learning outside the classroom and promoting its benefits**
- **Providing support for education and LOtC professionals, aiming for high quality learning outside the classroom that meets the needs of young people**
- **Resource development to consolidate our stable financial position and generate additional funds to support our work**
- **Lead the Learning Away legacy consortium and manage the delivery of the Learning Away legacy project in order to achieve its objectives.**

These priorities will enable CLOtC to prioritise resource development whilst enabling the organisation to move forward to make an even bigger impact in delivering its charitable objectives.

Therefore we will seek to strengthen partnerships and lines of communication with a number of sectors and influential organisations, working with the newly established LOtC Sectors Working Group to bring together the broad range of LOtC sectors in order to achieve one clear and collective voice for LOtC and maximise reach and influence.

Having accredited the 100th LOtC Mark school in 2015-16 we look forward to further growing the LOtC Mark accreditation to recognise and celebrate good practice and support schools in integrating LOtC into curriculum delivery and embedding LOtC into their policy and practice. We 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 and achieve high quality educational provision that meets the needs of young people.

As a result of our efforts in engaging with schools, schools now account for over 50% of CLOtC's membership base and 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 thought leadership articles, providing support for schools and providers alike to maximise the impact of LOtC in delivering a range of outcomes to support pupils' achievement, character/personal development, physical and mental health and social, cultural, moral and spiritual education.

From support for teachers wanting to take learning outside for the first time or those looking to build confidence and competence in delivering the curriculum outside the classroom; to more in depth policy and curriculum planning support to inspire heads and senior leadership teams to integrate LOtC into the curriculum; we will develop and deliver our progressive training programme. The Council will also work with more partners to deliver collaborative training programmes that meet the needs of schools and providers such as our Historical Environment course in partnership with the Historical Association and our Fundraising for LOtC course in partnership with the FSI.

The Council will continue to work with partners to develop long term relationships which meet the objectives of all partners, and will embrace funding opportunities where they clearly support the charity's core objectives.

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

**Report of the Trustees for the year ended 31 March 2016 (Continued)**

Trustee and staff and are also looking forward to working with the Learning Away Consortium and Paul Hamlyn Foundation on the Learning Away legacy programme and continuing to work with our existing partners in the areas detailed in this report. We also look forward to developing working in new collaborative projects and partnerships with partners old and new as opportunities arise.

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 supporters to get involved in the delivery of these objectives to achieve the ultimate aim of high quality LOfC opportunities for all young people.

**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 (resigned 26.11.15)  
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:** Elaine Skates

**COMPANY AND HONORARY SECRETARY:** Elaine Skates

**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 2016 (continued)**

**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.

Risk Management

The Trustees of the Council for Learning Outside the Classroom (CLOtC) take their governance responsibilities very seriously and as part of the efficient and effective operations of the charity continue to plan, monitor and review risk management in full. CLOtC has adopted the 5 stage process recommended by The Charity Commission in its guidance. Trustees discuss risk during Board meetings before any new activity is agreed and have produced a risk management plan, which includes annual risk identification and assessment following input from both staff and trustees. Each risk is assessed on the basis of the likelihood of occurrence and the severity of the risk; and Trustees have considered what action needs to be taken to manage major risks. The risk management plan and risk register is reviewed annually and Trustees are satisfied that systems and procedures are in place to manage the major risks to which the charity is exposed.

**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.

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

**Report of the Trustees for the year ended 31 March 2016 (continued)**

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.

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 9.

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 2016 was 11 (2015:10).

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 July 2014) 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 11<sup>th</sup> Oct 2016 and signed on its behalf by:

Anthony D. Thomas 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 2016 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 thirteen 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 2016 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.
- The Trustees were not entitled to prepare financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Directors' report and take advantage of the small companies exemption from the requirement to prepare a strategic report.

Dated .....

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

**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 2016**

	Note	Restricted Funds	Unrestricted Funds	Total Funds 2016	Total Funds 2015
		£	£	£	£
<b>Income</b>					
Income from charitable activities:					
Grants	2	-	8,210	8,210	11,355
Fundraising		-	16	16	1,552
Membership and activities	2	-	164,199	164,199	152,147
Donations	2	-	-	-	10,000
Investment income	3		114	114	107
<b>Total Income</b>		-	172,539	172,539	175,161
<b>Expenditure</b>					
Expenditure on charitable activities	4	-	178,885	178,885	180,026
Support costs	4	-	12,289	12,289	9,630
<b>Total Expenditure</b>		-	191,174	191,174	189,656
<b>Net Income (expenditure) and net movement in fund for the year</b>		-	(18,635)	(18,635)	(14,495)
Total Funds Brought Forward		-	64,895	64,895	79,390
<b>Total Funds Carried Forward</b>	11	-	46,260	46,260	64,895

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

The notes on pages 16 to 20 form part of these accounts

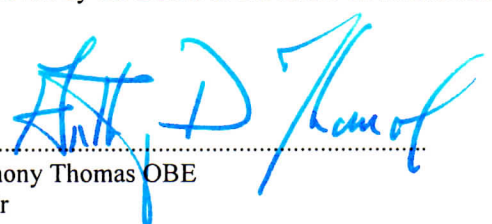
**COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM**  
(A Charitable Company Limited by Guarantee) Company Number 06778701

**Balance Sheet as at 31 March 2016**

	Note	Total 2016	Total 2015
		£	£
<b>Fixed Assets</b>			
Tangible Fixed Assets	7	-	-
<b>Current Assets</b>			
Debtors	8	10,599	4,350
Cash at bank and in hand		72,888	95,129
		<u>83,487</u>	<u>99,479</u>
<b>Liabilities</b>			
Creditors falling due within one year	9	37,227	34,584
<b>Net Current Assets</b>		<u>46,260</u>	<u>64,895</u>
Creditors falling due in more than one year		-	-
<b>Net Assets</b>	10	<u>46,260</u>	<u>64,895</u>
<b>The Funds of the Charity</b>			
Restricted funds		-	-
Designated funds		-	-
Unrestricted funds		46,260	64,895
<b>Total Charity Funds</b>	11	<u>46,260</u>	<u>64,895</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 11<sup>th</sup> Oct 2016 2016 and signed on its behalf by:

  
.....  
Anthony Thomas OBE  
Chair

The notes on pages 16 to 20 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 2016**

**1. Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:-

**a) Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (effective January 2015), and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

**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.

Support 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.

Donated services and facilities are included within the accounts where applicable.

**Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be received reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

**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.

**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 2016 (continued)

**1. Accounting Policies (continued)**

**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. Income**

	Restricted £	Unrestricted £	2016 £	2015 £
<b>Donations</b>				
Paul Hamlyn Foundation	-	-	-	10,000
Other	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,000</u>
<b>Grants</b>				
Forest Education Network	-	-	8,210	11,355
	<u>-</u>	<u>-</u>	<u>8,210</u>	<u>11,355</u>
<b>Income from Charitable Activities</b>				
Membership	-	41,102	41,102	36,991
LOtC Quality Badge	-	56,742	56,742	54,229
CPD Training and Support	-	39,653	39,653	47,724
Other Contracted Work and Administration Fees	-	26,702	26,702	13,203
	<u>-</u>	<u>164,199</u>	<u>164,199</u>	<u>152,147</u>

**3. Investment Income**

	Restricted £	Unrestricted £	2016 £	2015 £
Bank Interest	-	114	114	107

**4. Expenditure**

	General Operations £	Support Costs £	2016 £	2015 £
Legal Fees and Subscriptions	-	67	67	242
Staff Costs (see note 7)	116,798	-	116,798	134,547
Insurance	1,572	-	1,572	1,045
Office Expenses	7,805	-	7,805	10,163
External Audit and Accountancy	-	3,720	3,720	3,720
Trustees' Expenses & Meeting Costs	-	2,900	2,900	2,344
Finance Support (bookkeeping & payroll)	-	5,602	5,602	3,324
Project Related Expenditure	52,710	-	52,710	34,271
	<u>178,885</u>	<u>12,289</u>	<u>191,174</u>	<u>189,656</u>

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

	2016 £	2015 £
Auditor's Remuneration	2,350	2,350
Depreciation	-	-
Other payments to auditors for accountancy services & payroll preparation	1,772	1,694

**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 2016 (continued)

**6. Staff costs and numbers**

	2016 £	2015 £
Trustees' Remuneration	-	-
Gross Wages and Salaries	93,247	107,991
Employers National Insurance Contributions	6,391	8,147
Pension Costs	3,678	4,416
Staff Travel and Expenses Reimbursed	13,233	13,993
Staff Training	249	-
	<u>116,798</u>	<u>134,547</u>

	2016	2015
The average number of employees during the period	4	4
Total number of staff employed	4	4

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

	2016	2015
Defined Contribution Scheme	<u>3</u>	<u>3</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 April 2015 to 30 June 2015 was £6,300 (2014/15: £16,800). The post of director was resigned by Elaine Skates on 7 July 2015.

**7. Analysis of fixed assets**

	Equipment £	Total £
Cost:		
As at 1 April 2015	4,481	4,481
Additions	-	-
Disposals	-	-
As at 31 March 2016	<u>4,481</u>	<u>4,481</u>
Depreciation:		
As at 1 April 2015	4,481	4,481
Charge for year	-	-
Disposals	-	-
As at 31 March 2016	<u>4,481</u>	<u>4,481</u>
Net book value at 31 March 2016	<u>-</u>	<u>-</u>
At 31 March 2015	<u>-</u>	<u>-</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 2016 (continued)

**8. Debtors**

	2016 £	2015 £
Trade Debtors	10,599	4,350
	<u>10,599</u>	<u>4,350</u>

Trade debtors include £6,427 relating to monies spent in advance of a grant for Learning Away project. No monies were received before 31 March 2016. The income receivable from this grant will be restricted in 2016/17.

**9. Creditors**

	2016 £	2015 £
Falling due in one year:		
Trade Creditors	7,825	2,648
Accruals	3,720	3,720
Deferred Income	25,682	28,216
	<u>37,227</u>	<u>34,584</u>

	2016 £	2015 £
Deferred Income:-		
Membership in advance	25,682	28,217
	<u>25,682</u>	<u>28,217</u>

**10. Analysis of Net Assets**

	Tangible fixed assets £	Other assets & (liabilities) £	Total Funds 2016 £	Total Funds 2015 £
Restricted fund	-	-	-	-
Unrestricted fund	-	46,260	46,260	64,895
	<u>-</u>	<u>46,260</u>	<u>46,260</u>	<u>64,895</u>

**11. Analysis of Funds**

	At 31 March 2015 £	Incoming £	Transfers & Outgoing £	At 31 March 2016 £
Restricted Funds:-	-	-	-	-
Unrestricted Funds	64,895	172,539	(191,174)	46,260
Total Funds	<u>64,895</u>	<u>172,539</u>	<u>(191,174)</u>	<u>46,260</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 2016 (continued)

**12. Transactions with Trustee and related parties**

The transaction occurring with related parties and Trustees were:

	2016 £	2015 £
Reimbursement of Trustees travelling to meetings (6 Trustees)	2,303	2,344

**Other Payments Related Parties**

Payments were made to ACA Educational Services totalling £1,500 (2015: £1,500). 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 £750 (2015/16 £250) for LotC Quality Badge Accreditation.

Payments were made to Graham Lodge totalling NIL (£500 2015/16) for LotC Quality Badge Accreditation.

At 31 March 2016 an amount of £NIL was owing to Graham Lodge (2015: £392).

**13. 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.

**14. 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.

**15. 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 £335 (2015: £323.68).

**16. 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 £3,678 (2015: £4,416).