

**COUNCIL FOR LEARNING
OUTSIDE THE CLASSROOM**

(A Charitable Company Limited by Guarantee)

**TRUSTEES' REPORT AND
FINANCIAL STATEMENTS**

for the year ended 31 March 2017

**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 2017

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 2017 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 applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015).

Chairs' Report

Dear partner,

2016-17 has seen CLOtC gearing up for the future, by working more closely with partners in order to advocate for more learning outside the classroom opportunities for more young people.

The financial challenges of the past 5 years have been overcome, with the charity achieving a sustainable funding model - earned income from membership, events and accreditations - that covers the charity's core costs. Whilst the charity remains acutely aware of the importance of income generation, particularly with threats to school funding looming, CLOtC has been looking to its future strategy in order to increase its impact.

CLOtC has worked with the LotC Sectors Working Group to influence national policy, including advising DEFRA on how to engage more children in outdoor learning as part of the development of the 25-year environment plan. Also, officers worked with the LotC Sectors Working Group to develop an advocacy tool to promote research evidence which showed the contribution of LotC in improving social mobility, physical and mental health, and environmental and cultural engagement.

2016-17 also saw CLOtC working with the Institute for Outdoor Learning, Natural England and Historic England to facilitate stronger links between research, policy and practice; linking IOL's newly formed local research practice hubs with the Strategic Research Group for Learning in Natural Environments and LotC Sectors Working Group infrastructure.

The highlight of the year was CLOtC leading the Learning Away Consortium, with the launch of the high profile Brilliant Residentials campaign in September 2016, followed by the launch of the campaign in Scotland in March 2017. The campaign is going from strength to strength in supporting schools & LotC providers to offer more and better quality residentials for all pupils.

In addition to all of the above influencing activity, CLOtC continued its work supporting schools and providers at grass roots level. With 134 schools having achieved the LotC Mark accreditation CLOtC has established a network of schools that are committed to integrating regular LotC opportunities into the curriculum. In addition 85 new providers were awarded the LotC Quality Badge over the course of the year.

396 schools and providers were supported through our CPD and events programme, with new courses added to the programme including "Developing and Reviewing Active Learning" to assist experienced schools and providers move from 'good' to 'high' quality provision, plus courses in partnership with the Historical Association, Learning through Landscapes and the FSI (Federation for Social Improvement).

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM

(A Charitable Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2017 - continued

None of the above would have been possible without the contribution of CLOtC's members, who support our work financially and by ensuring we have a louder voice when campaigning for learning outside the classroom. Thank you to each and every one of you for making the above achievements possible. Please continue to support us in 2017-18 to help us have even more impact.

With heartfelt thanks, The CLOtC Trustees and staff.

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).

It is expected that all trustees will represent all providers and users and not just their particular group.

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

Report of the Trustees for the year ended 31 March 2017 (Continued)

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 2016/17 CLOtC's focus was to:

- campaign for renewed government and Ofsted support for LOtC,
- campaign for LOtC to be covered or included in Initial Teacher Education provision,
- facilitate greater coordination and communication across the LOtC sector groups and with the research community to achieve one clear and collective voice for LOtC
- to work with the LOtC Sectors Working Group & other partners to tackle the key challenges and advocate the benefits of LOtC to government, key influencers and schools.

Key achievements were:

- CLOtC worked with the LOtC Sectors Working Group to influence national policy, including advising DEFRA on how to engage more children in outdoor learning as part of the development of the 25 year environment plan.
- CLOtC worked with the LOtC Sectors Working Group to develop an advocacy tool to promote research evidence of the impact of LOtC in improving social mobility, physical and mental health and environmental and cultural engagement.
- CLOtC helped to develop a proposal for a large scale demonstration project to embed Learning in the Natural Environment into Initial Teacher Education as part of a coalition of partners led by Learning through Landscapes and commissioned by Natural England.
- 2016-17 also saw CLOtC working with the Institute for Outdoor Learning, Natural England and Historic England to facilitate stronger links between research, policy and practice; linking IOL's newly formed local research practice hubs with the Strategic Research Group for Learning in Natural Environments and LOtC Sectors Working Group infrastructure.

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM

(A Charitable Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2017 - continued

- CLOtC continued to work closely in partnership with the Outdoor Education Advisers Panel to raise awareness of the LOtC Quality Badge and National Guidance in order to help schools plan high quality educational visits and manage risk effectively. CLOtC contributed to the costs of maintaining and updating the National Guidance in order to ensure it remains freely available to all schools whose employers follow the National Guidance.

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

- work collaboratively to tackle the key challenges and advocate the benefits of LOtC to government, interested parties such as Ofsted, Ofqual, teacher unions, subject associations and schools.
- support outdoor sector partners to develop and launch a campaign to boost the profile of outdoor learning.
- 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 LOtC to be effective in sharing, influencing and shaping future research in this area and to support evidence led policy and practice.

"The establishment of the Learning Away Consortium and the working group structure which is collaborative and not at all competitive has been amazing"

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

In 2016/17 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 LOtC.

Key achievements were:

- CLOtC increased its reach on social media by 1100 followers, with over 3600 Twitter followers by April 2017. During the year CLOtC wrote or supplied interviews for 13 national media publications/programmes including Primary History Magazine, Countryfile Diaries, Teach Secondary, teach 3-7, Countryside Classroom, BBC Wildlife magazine, Autism Eye Magazine, Mix 96 radio, the Guardian live webchat, PTA magazine, The Green Parent Magazine, Children & Young people now and the School Travel Organiser.
- the CLOtC annual conference took place on Thursday 24th November in the Learning Hub at Birmingham Airport in partnership with the Schools of King Edward VI. The conference was attended by 159 delegates from schools, providers and other organisations with an interest in LOtC.
- 84 nominations and over 6000 votes were received for the Awards for Outstanding Contribution to LOtC. The purpose of the event was to celebrate LOtC and promote the benefits to schools, the media and the wider public the winners were announced at a special celebration dinner on 24th November at the Arden Hotel in Birmingham. Thank you to our sponsors; YHA, eeZeeTrip, School Travel Organiser and the Canal & River Explorers.

Looking ahead CLOtC will:

- continue to communicate the benefits of LOtC through a variety of media: newsletters, press, website social media, events and by holding an annual conference and LOtC awards dinner.
- increase our social media presence, developing the learning outside the classroom blog and establishing a presence on new social media platforms
- continue to work closely with the School Travel Organiser and other target publications to disseminate positive messaging about the benefits of LOtC with the aim of ensuring more LOtC experiences for more young people.

**COUNCIL FOR LEARNING
OUTSIDE THE CLASSROOM**

(A Charitable Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2017 - continued

"Once again, inspired by how much great LOtC is going on around the country. We are not alone in believing in its value and power"
CLOtC Conference delegate.

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

In 2016/17 CLOtC continued to support schools to overcome the barriers to LOtC and assist schools and LOtC providers to improve their practice by providing training, resources and membership services, and promoting the LOtC Quality Badge and LOtC Mark accreditations.

Key achievements were:

- CLOtC delivered training to more than 700 school staff, LOtC providers and student teachers during the 2016-17. 396 delegates attended CLOtC training sessions and events and CLOtC also delivered sessions for over 300 ITT students.
- 85 new providers were awarded the national LOtC 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 LOtC and manages risk effectively. Designed to help teachers and others working with young people to identify quality LOtC providers, the accreditation is also a valuable development framework for the providers to help them improve their practice.
- 134 schools have achieved the LOtC Mark accreditation with 31 new schools being accredited during the 2016-17 year. CLOtC has established a network of schools that are committed to integrating regular LOtC opportunities into the curriculum. 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.

Looking ahead CLOtC will:

- establish a new LOtC Mark committee with representation from a wide range of schools to support the further development and promotion of the LOtC Mark accreditation.
- engage larger numbers of schools by piloting three regional 'roadshow' events for schools and teachers with the aim of showcasing the work of LOtC Mark schools, providing information, inspiration and confidence to support the development of LOtC and facilitate new local partnerships of schools.
- work creatively to raise awareness of the LOtC Quality Badge and LOtC 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.

"I am absolutely delighted we have achieved the Gold Award, we are proud of our extensive programme of extra-curricular visits, clubs and lessons that are taught outside"

Graeme Sidwell, Neston High

4) Resource development to meet the needs of our members and interested parties which contributes to ensuring the Council has a stable financial position.

**COUNCIL FOR LEARNING
OUTSIDE THE CLASSROOM**

(A Charitable Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2017 - continued

Resource development continued to be a focus for CLOtC in 2016-17 to consolidate a sustainable funding model to ensure CLOtC can continue to grow and deliver its charitable objectives.

Key achievements were:

- CLOtC managed Learning Away on behalf of the Learning Away Consortium, which enabled CLOtC to demonstrate its impact and ability to deliver to prospective funders.
- generating earned income through membership, accreditations, CPD and sponsorship to support the charities core costs.
- further improving financial administrative processes, with the average payment time reduced and minimal invoices outstanding at the end of the financial year.

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.
- build on the success of Learning Away, seeking funding for the continuation of Learning Away and other projects that support the delivery of CLOtC's charitable objectives.

"The application process was easy – the accompanying guide was very helpful in explaining the process and queries were answered quickly by the CLOtC team."

Carol Law, Heritage Education Manager, Vivacity Peterborough

5) Learning Away

The highlight of CLOtC's achievements in 2016-17 was its role leading the Consortium Learning Away, and managing the Learning Away project, with the launch of the high profile Brilliant Residentials campaign in September 2016, followed by the launch of the campaign in Scotland in March 2017.

The current 2 year programme is funded by Paul Hamlyn Foundation. The project builds on the Learning Away action research and aims to increase the number of young people taking part in residentials and improve the quality of residential provision. This aim is complimentary to CLOtC's charitable objectives to influence policy and practice, promote learning outside the classroom and its benefits and provide support for schools and LOtC providers, aiming to raise the quality of provision. Learning Away furthers all of these objectives, with a focus on residential learning outside the classroom.

Key achievements were:

- establishing the Learning Away Consortium, engaging key stakeholders and harnessing the support of Consortium members and other partners with an interest in residential learning to spread the word.
- outstanding media coverage including coverage on BBC Breakfast, Teach Early Years, SSAT Journal, Teach Secondary, QA Education, Teach Primary and the School Travel Organiser.
- face to face engagement with 1347 schools and providers to date to promote the benefits of residentials and share learning about how to improve the quality of residentials.
- research and CPD working groups established and workplans agreed to take forward these elements of the project.
- developing the evaluation strategy in order to understand the number and quality of residentials currently taking place in the UK.

Looking ahead CLOtC will:

- continue to manage the Brilliant Residentials campaign with the aim of raising awareness of the Learning Away research amongst larger numbers of schools.

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM

(A Charitable Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2017 - continued

- work with the CPD working group and contractors to develop CPD materials that are specifically about supporting schools to plan, deliver and evaluate high-quality residential learning experiences.
- work with the Research working group and University of Cumbria to strengthen the evidence base around residential, including a comparative case study to test the impact of residential on attainment outcomes.
- publish the evaluation report to improve understanding of the number and quality of residential currently taking place in the UK, identifying strengths and areas for development.

"The sheer amount of stuff which gets done through the Learning Away Consortium and the Learning Away project team is great – there have been loads of positive outputs in a short space of time"

Financial Review

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. 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 £189,656 in 2015-16. Expenditure has increased overall in 2016-17 due to restricted funding for Learning Away and the management of the Strategic Research Group for Learning in Natural Environments, however unrestricted expenditure was reduced to £156,633 as a core member of staff left in September 2016 and was not replaced until March 2017.

Similarly, restricted income increased significantly in 2016-17 due to Learning Away and the management of the Strategic Research Group for Learning in Natural Environments. Unrestricted income from charitable activities fell from £172,539 in 2015/16 to £155,039 in 2016-17 due to the loss of the key member of staff having an impact on CPD income. However this was offset by the expenditure savings meaning that the Council maintains 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. With more threats to school budgets on the horizon and further financial uncertainty as the Brexit negotiations begin the financial climate continues to be challenging. However, in response CLOtC has revised its CPD strategy and income lines such as LOtC Mark hold further promise of growth over the coming year, which is encouraging. Also we are allocating more resources to attracting external funding to enable us to grow, increase our impact and build capacity across the LOtC sectors.

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.

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM

(A Charitable Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2017 - continued

Partners providing support in 2016-17 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 and the Institute of Outdoor Learning), Paul Hamlyn Foundation, the Field Studies Council, Natural England, OEAP, eeZeeTrip, YHA, the School Travel Organiser, the Canal and River Explorers and Kingswood; 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 and the wider public. 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 as a regular part of growing up.

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.

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. There will be investment in fundraising activity over the coming months with a particular emphasis on seeking funding from Charitable Trusts and Corporate partners. Securing funding from external sources will help us to grow, increase our impact and build capacity across the LOtC sectors.

The Council's strategy from 2015-19, informed by its 2015 stakeholder engagement survey, 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.

**COUNCIL FOR LEARNING
OUTSIDE THE CLASSROOM**

(A Charitable Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2017 - continued

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, continuing to work with the 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 134th LOtC Mark school in 2016-17, 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. With this in mind we will establish a new LOtC Mark Committee in order to help us to develop the accreditation to better meet the needs of schools and thereby increase uptake of the accreditation. 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 provoking 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.

In the face of challenges in attracting teachers out of the classroom for training, CLOtC has reviewed its CPD strategy in order to build on the success of its annual conference, piloting 3 new LOtC Roadshows in 2017-18 in order to build on local networks of schools achieving the LOtC Mark accreditation in order to facilitate the sharing of good practice and establishment of new partnerships.

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.

Trustees and staff will continue to work with the Learning Away Consortium and Paul Hamlyn Foundation on the Learning Away legacy programme. A core priority for the 2017-18 financial year is to secure ongoing funding for Learning Away beyond March 2018 when the current funding ends to ensure the success of Learning Away is built upon further. We 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 will strive to 'punch above its weight' and challenges its members and supporters to get involved in the delivery of its objectives to achieve the ultimate aim of high quality LOtC opportunities for all young people.

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

Report of the Trustees for the year ended 31 March 2017 (Continued)

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 (resigned 24.11.2016) Graham Lodge (co-opted) Justin Dillon Steven Dool Juno Hollyhock (resigned 30.1.2017) Rob Lucas (co-opted) Ian McInnes Peter Carne Colette Morris (appointed 24.11.2016) Gill Harvey (co-opted 4.7.17)
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 2017 (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 2017 (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 10.

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 2017 was 8 (2016:11).

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 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 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 2017 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) including FRS102 the Financial Reporting Standard applicable in the UK and Republic of Ireland.

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 11, 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 2017 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 including Financial Reporting Standard FRS102, the Financial Reporting Standard applicable in the UK and Republic of Ireland;
- 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 2017
(Incorporating Income and Expenditure Account)

	Note	Restricted Funds	Unrestricted Funds	Total Funds 2017	Total Funds 2016
		£	£	£	£
(All unrestricted)					
Income					
Income from charitable activities:					
Grants	2	164,554	-	164,554	8,210
Fundraising		-	30	30	16
Membership and activities	2	-	152,901	152,901	164,199
Donations		-	2,040	2,040	-
Investment income	3	-	68	68	114
Total Income		<u>164,554</u>	<u>155,039</u>	<u>319,593</u>	<u>172,539</u>
Expenditure					
Expenditure on charitable activities	4	131,244	143,817	275,061	178,885
Support costs	4	-	12,816	12,816	12,289
Total Expenditure		<u>131,244</u>	<u>156,633</u>	<u>287,877</u>	<u>191,174</u>
Net Income (expenditure) and net movement in fund for the year		33,310	(1,594)	31,716	(18,635)
Reconciliation of Funds					
Total Funds Brought Forward		-	46,260	46,260	64,895
Total Funds Carried Forward	11	<u>33,310</u>	<u>44,666</u>	<u>77,976</u>	<u>46,260</u>

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 17 to 22 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 2017

	Note	Total 2017	Total 2016
		£	£
Fixed Assets			
Tangible Fixed Assets	7	-	-
Current Assets			
Debtors	8	9,950	10,599
Cash at bank and in hand		116,705	72,888
		<u>126,655</u>	<u>83,487</u>
Liabilities			
Creditors falling due within one year	9	48,679	37,227
Net Assets	10	<u>77,976</u>	<u>46,260</u>
The Funds of the Charity			
Restricted funds		33,310	-
Unrestricted funds		44,666	46,260
Total Charity Funds	11	<u>77,976</u>	<u>46,260</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.

Approved by the Board of Directors on 2017 and signed on its behalf by:

.....
 Anthony Thomas OBE
 Chair

The notes on pages 17 to 22 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 2017

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:-

Basis of preparation

The financial statements have been prepared in accordance with the Accounting and Reporting by Charities; Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – (Charities SORP (FRS102)), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) 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).

The charity meets the definition of a public benefit entity under FRS102.

The accounts are prepared on the going concern basis, the trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Reconciliation with Previous Generally Accepted Accounting Practice

In preparing the accounts, the Trustees have considered whether in applying the accounting policies required by the FRS102 and the Charities SORP FRS102 the restatement of comparative items was required.

No restatement was required.

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.

Donated Services and Facilities

Donated services or facilities are recognised as income when the charity has control over the item, any condition associated with the donated item have been met, the receipt of the economic benefit from use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt donated services and facilities are recognised on the base of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market, a corresponding amount is then recognised in expenditure in the period of receipt.

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.

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 2017 – continued

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.

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.

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 £	2017 £	2016 £
Grants				
Paul Hamlyn Foundation	124,950	-	124,950	-
Natural England	35,500	-	35,500	-
Forest Education Network	4,104	-	4,104	8,210
	<u>164,554</u>	<u>-</u>	<u>164,554</u>	<u>8,210</u>
Income from Charitable Activities				
Membership	-	39,231	39,231	41,102
LOtC Quality Badge	-	70,757	70,757	56,742
CPD Training and Support	-	35,132	35,132	39,653
Other Contracted Work and Administration Fees	-	7,781	7,781	26,702
	<u>-</u>	<u>152,901</u>	<u>152,901</u>	<u>164,199</u>

3. Investment Income

	Restricted £	Unrestricted £	2017 £	2016 £
Bank Interest	<u>-</u>	<u>68</u>	<u>68</u>	<u>114</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 2017 – continued

4. Expenditure

	General Operations £	Support Costs £	2017 £	2016 £
Legal Fees and Subscriptions	22	74	96	67
Staff Costs (see note 6)	111,538	-	111,538	116,798
Insurance	1,374	-	1,374	1,572
Office Expenses & Storage Costs	9,261	-	9,261	7,805
External Audit and Accountancy	-	3,720	3,720	3,720
Trustees' Expenses & Meeting Costs	-	3,766	3,766	2,900
Finance Support (bookkeeping & payroll)	-	5,256	5,256	5,602
Project Related Expenditure (including staff costs)	152,866	-	152,866	52,710
	<u>275,061</u>	<u>12,816</u>	<u>287,877</u>	<u>191,174</u>

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

	2017 £	2016 £
Auditor's Remuneration	2,350	2,350
Depreciation	-	-
Other payments to auditors for accountancy services & payroll preparation	1,826	1,772

6. Staff costs and numbers

	2017 £	2016 £
Gross Wages and Salaries	105,804	93,247
Employers National Insurance Contributions	6,563	6,391
Pension Costs	3,806	3,678
Staff Travel and Expenses Reimbursed	13,996	13,233
Staff Training	1,446	249
Recruitment Costs	395	-
	<u>132,010</u>	<u>116,798</u>
Staff Costs	111,538	116,798
Project Related Expenditure	<u>20,472</u>	<u>-</u>
	<u>132,010</u>	<u>116,798</u>

	2017	2016
The average number of employees during the period		
Total number of staff employed	5	4

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

	2017	2016
Defined Contribution Scheme	<u>5</u>	<u>3</u>

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

Total remuneration of key management personnel was £29,417.

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 2017 – continued

7. Analysis of fixed assets

	Equipment £	Total £
Cost:		
As at 1 April 2016	4,481	4,481
Additions	-	-
Disposals	-	-
As at 31 March 2017	<u>4,481</u>	<u>4,481</u>
Depreciation:		
As at 1 April 2016	4,481	4,481
Charge for year	-	-
Disposals	-	-
As at 31 March 2017	<u>4,481</u>	<u>4,481</u>
Net book value at 31 March 2017	<u>-</u>	<u>-</u>
At 31 March 2016	<u>-</u>	<u>-</u>

8. Debtors

	2017 £	2016 £
Trade Debtors	9,398	10,599
Other Debtors	552	-
	<u>9,950</u>	<u>10,599</u>

9. Creditors

	2017 £	2016 £
Falling due in one year:		
Trade Creditors	15,044	5,639
Accruals	3,720	3,720
Deferred Income	27,294	25,682
Taxation and Social Security	2,621	2,186
	<u>48,679</u>	<u>37,227</u>
	2017 £	2016 £
Deferred Income:-		
Membership in advance	27,294	25,682
	<u>27,294</u>	<u>25,682</u>

10. Analysis of Net Assets

	Tangible fixed assets £	Other assets & (liabilities) £	Total Funds 2017 £	Total Funds 2016 £
Restricted fund	-	33,310	33,310	-
Unrestricted fund	-	44,666	44,666	46,260
	<u>-</u>	<u>77,976</u>	<u>77,976</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 2017 – continued

11. Analysis of Funds

	At 31 March 2016 £	Incoming £	Transfers & Outgoing £	At 31 March 2017 £
Restricted Funds:-				
Historical and Natural England	-	35,500	(35,500)	-
FEN	-	4,104	(4,104)	-
Paul Hamlyn Foundation	-	124,950	(91,640)	33,310
Unrestricted Funds	46,260	155,039	(156,633)	44,666
Total Funds	<u>46,260</u>	<u>319,593</u>	<u>(287,877)</u>	<u>77,976</u>

Paul Hamlyn Foundation

- Have awarded funding for a 2 year programme to CLOtC as the lead organisation in the Learning Away Consortium. The aim of the **Learning Away** project is to increase the number of young people taking part in residential and improve the quality of residential provision.

The Strategic Group for Learning in Natural Environments (SRG LINE)

- Is a partnership project between Natural England and the Council for Learning Outside the Classroom (Natural England is the funding partner) the purpose of which is to support the ongoing operation of the Strategic Research Group for Learning in Natural Environments (SRG LINE). The SRG LINE was established in 2012 and currently comprises of senior research representatives from c20 Universities and other institutions with an active research interest in learning outside the classroom (LOtC) – specifically with a natural environment /outdoor learning focus.

Forest Education Network (FEN)

- Contract CLOtC to manage the Forest Education Network. The Forest Education Network brings diverse members together to promote the sharing of good practice and support those that are helping in this vital role – whether as teachers, facilitators, activity leaders, woodland owners or those working in the industry who have a passion for trees, woodland and forests.

12. Transactions with Trustee and related parties

The transaction occurring with related parties and Trustees were:

	2017 £	2016 £
Reimbursement of Trustees travelling to meetings (5 Trustees)	2,809	2,303

Other Payments Related Parties

Payments were made to ACA Educational Services totalling £1,500 (2016: £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 £250 (2016/17 £750) for LotC Quality Badge Accreditation.

Payments were made to Peter Carne totalling £16,641 for Learning Away consultancy.

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 2017 – continued

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 £305 (2016: £335).

16. Pension Commitments

The charity contributes to a defined contribution pension scheme operated with the new Auto-enrolment Legislation. The assets are held and administered by the Aegon pension scheme. The pension cost charge represents contributions payable by the charity to the pension scheme and amounts to £3,806 (2016: £3,678).

17. Donated Goods and Services

Storage facilities have been provided free of charge, an amount of £2,040 has been included as a donation to reflect this.