

**COUNCIL FOR LEARNING  
OUTSIDE THE CLASSROOM**

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

**TRUSTEES' REPORT AND  
FINANCIAL STATEMENTS**

**for the year ended 31 March 2018**

**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 2018

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 2018 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 members and partners,*

*2017-18 has seen CLOTC making positive progress towards its main aim 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 charity is particularly pleased to have collaborated closer with partners in order to advocate for more learning outside the classroom opportunities for more young people.*

*The financial challenges of recent years have been overcome, with the charity achieving a sustainable funding model - earned income from membership, events and accreditations covers the charities core costs. Whilst the charity is required to remain focused on income generation, particularly with changes to school funding, CLOTC has put in place a new strategy in order to increase its impact in ensuring more children have access to regular high quality LOTC experiences.*

*One of the key highlights of the year was CLOTC leading the Learning Away Consortium, with continued campaigning of the high profile Brilliant Residential campaign and the launch of the Winter Residential campaign in September 2017. We are delighted to have trained over 800 teachers, trainee teachers and LOTC providers over this financial year. We have seen a further 100 schools and destinations for learning achieving the LOTC Mark or Quality Badge.*

*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 2018-19 to help us have even more impact.*

*The end of 2017-18 saw the departure of CLOTC's Chief Executive, Elaine Skates who joined CLOTC as a brand-new charity in 2009 and has led CLOTC since 2014. Elaine has taken the charity from strength to strength firmly establishing CLOTC as a national voice for learning outside the classroom. The new Head of CLOTC, Kim Somerville and the team of dedicated officers will lead the charity into its 10th year to make sure more children benefit from learning outside the classroom more of the time.*

*In this time of change it is important to have a group of Trustees, who between them, offer a vast range of experience and expertise. At CLOTC we have such a group and I thank them for their time and effort in supporting the Council's able officers in progressing the aim, objectives and activities of the charity. over the last year.*

*With heartfelt thanks,*

*Anthony Thomas*

*On behalf of the Trustees of the CLOTC*

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

**Report of the Trustees for the year ended 31 March 2018 - continued**

**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.**

CLOtC's mission is to ensure that EVERY child should have the opportunity to experience the world beyond the classroom walls as an essential part of learning and development, whatever their age, ability or background.

The Council wants to increase the number of young people accessing learning outside the classroom opportunities, increase their frequency and improve the quality of the experiences of learning outside the classroom (experiences.)

Our aims are to:

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

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 2018 - 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 for four years and may be re-elected for an additional four-year term. Normally Trustees should serve a maximum of eight years, however in exceptional circumstances where there is a clear benefit for the charity Trustees may be elected for an additional term not exceeding 4 years after which there shall be a one-year gap before that person is eligible to stand again for election;

In the event that the Board feels that a Trustee whose term has ended still has a valuable contribution to make that is highly beneficial to the charity, their expertise may be retained by asking them to serve the board as special advisors. Special advisors will be asked to attend meetings and contribute to discussions between meetings but will not have voting rights when making Board decisions.

Under clause 29(1) of the Articles of Association, Trustees elected at a general meeting may appoint additional Trustees. This should be done provided there is a clear identified business need. There is no set maximum number of Trustees, but Trustees should consider whether the board is an appropriate size to enable it to carry out its duties effectively. In appointing additional Trustees, they may draw these either from users or providers or from neither sector.

The CLOtC Board will review the co-opted positions on the board annually to ensure that the skills and experience of the co-opted members are still aligned to the needs of the organisation.

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.

Under clause 34(2) of the Articles of Association, the quorum for a Board meeting will be two, or the number nearest to one third of the total number of Trustees, whichever is greater, or such larger number as may be directed from time to time by the Trustees.

The full Board will meet quarterly unless an emergency meeting is called

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 2016-18.

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

In 2017-18 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

**COUNCIL FOR LEARNING  
OUTSIDE THE CLASSROOM**

(A Charitable Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2018 - continued

**Key achievements were:**

- CLOtC continued to work with the LOtC Sectors Working Group to influence national policy. Through collaborative effort a significant contribution was made to establishing the Connecting Children with Nature programme in the Government's 25-year environmental plan with £10m funding attached to help connect more children in disadvantaged schools with nature
- CLOtC worked with the LOtC Sectors Working Group and Strategic Research Group for Learning in Natural Environments to contribute to a progressive model for outdoor learning, which will be used as the framework for a joint campaign to promote outdoor learning
- CLOtC responded to the Government consultation on Strengthening Qualified Teacher Status and improving career progression for teachers
- 2017-18 also saw the review of The Adventure Activities Licensing Authority (AALA). CLOtC encouraged schools, as well as adventurous activity providers to respond to the review and continues to work with partners towards the option for a non-statutory industry-led, not-for-profit scheme, backed by HSE and underpinned by the Health and Safety at work Act 1974

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

- Facilitate cross sector collaboration to deliver the connecting children with nature element of the government's 25-year plan
- Continue to facilitate greater coordination and communication across the LOtC sector groups and with the research community in order to collectively increase the sectors impact in advocating for and delivering more LOtC and outdoor learning
- 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
- Look for opportunities and funding for the inclusion of LOtC in initial teacher training Improve access to LOtC for disadvantaged groups, promoting solutions to the funding barriers facing schools and seeking funding for measuring and improving participation
- Look for ways to improve representation from the arts sector within the LOtC Sector Working Group

*"The government will provide support for schools in our most disadvantaged areas that wish to create nature friendly grounds and to design and run activities that support pupil's health and wellbeing through contact with nature"*

HM Government 'A Green Future: Our 25 Year plan to improve the Environment'

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

In 2017-18 CLOtC's focus was:

- Communicating the benefits of LOtC through a variety of media: newsletters, press, website social media, events.
- Holding an annual conference
- Promoting the annual LOtC Awards

**Key achievements were:**

- CLOtC increased its reach on social media by 1158 followers, with 4658 Twitter followers by April 2018. The charity also launched a blog <https://learningoutsidetheclassroomblog.org/> to extend our digital platform for promoting the benefits of LOtC

# COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM

(A Charitable Company Limited by Guarantee)

## Report of the Trustees for the year ended 31 March 2018 - continued

- During the year CLOtC wrote or supplied interviews for a range of national media publications which include: Teach Primary; Teach Secondary; School Travel Organiser; QA Education and Primary History Magazine
- The CLOtC annual conference and awards took place on Thursday 16<sup>th</sup> November at Ingestre Hall Residential Arts Centre. The conference was attended by 160 delegates from schools, providers and other organisations with an interest in LOtC
- 39 nominations and 3066 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 16<sup>th</sup> November at Ingestre Hall Residential Arts Centre. Thanks you to our sponsors; YHA, NST, School Travel Organiser and the Canal & River Explorers and all who contributed to such a splendid occasion

### Looking ahead CLOtC will:

- Position CLOtC as the 'go to' organisation for schools delivering LOtC
- Review messaging and communications strategy in order to better articulate what LOtC & CLOtC offers and reach new schools
- Review of CLOtC websites in order to support the above, improve engagement with customers and generate more income
- Communicate the benefits of LOtC to our key audiences through a variety of media: newsletters, press, website social media and events
- Work to ensure compliance with the GDPR regulations, ensuring that we are fully compliant
- 10-year anniversary celebration event to raise the profile of CLOtC

*"The CLOtC Conference is a fantastic opportunity to network, meet likeminded people and listen to some inspirational talks. The workshops were relevant, varied and interesting which I'm sure allows all delegates to find something that suits their own needs. I always look forward to the conference and only wish it was a little longer."*

CLOtC Conference delegate 2017

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

In 2017-18 CLOtC's focus was:

- Deliver CPD programme targeting schools and providers
- Provide resources and membership services to support high quality LOtC
- Promote LOtC Mark framework to improve quality in schools
- Promote the LOtC Quality Badge to improve practice in providers of LOtC

**COUNCIL FOR LEARNING  
OUTSIDE THE CLASSROOM**

(A Charitable Company Limited by Guarantee)

**Report of the Trustees for the year ended 31 March 2018 - continued**

**Key achievements were:**

- 514 delegates attended CLOtC training sessions and events during the 2017/18. Training was also delivered to over 330 ITT students.
- 63 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 or build on their practice.
- 178 schools have achieved the LOtC Mark accreditation with 44 new schools being accredited during the 2017-18 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:**

- Conduct market research to understand the training needs of schools and providers to inform the ongoing development of CLOtC's events and CPD programme
- Conduct market research to inform the development and growth of CLOtC's membership scheme
- Review the LOtC Mark application and renewal process to improve the accessibility of the scheme
- Evaluate the impact of LOtC Quality Badge assessment across all sectors in order to develop standards and share good practice
- Work with the UKAIG and AAIAC to rationalise the adventurous activities accreditation landscape for schools and meet the needs of the sector now and in the future
- Improve recognition of the LOtC Site Provider Award
- Develop and promote CLOtC's consultancy offer

*"The LOtC Quality Badge gave us a perfect framework to review all aspects of our provision and to ensure that our programmes directly benefit the educational, social and emotional development of children."*

Ingestre Hall Arts Residential Centre, LOtC Quality Badge Holder

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

In 2017/18 resource development continued to be a focus for CLOtC to consolidate a sustainable funding model to ensure CLOtC can continue to grow and deliver its charitable objectives. This was done through developing and growing our earned income streams and seeking funding for projects to support the delivery of our charitable objectives.

**Key achievements were:**

- CLOtC continued to lead and manage the Learning Away project on behalf of the Learning Away Consortium, which enabled CLOtC to continue to demonstrate its impact and ability to deliver to prospective funders
- A bespoke consultancy package was delivered to the Forestry Commission to help them better understand the school audience and improve their education offer

**COUNCIL FOR LEARNING  
OUTSIDE THE CLASSROOM**

(A Charitable Company Limited by Guarantee)

**Report of the Trustees for the year ended 31 March 2018 - continued**

- Earned income was generated through membership, accreditations, CPD and sponsorship to support the charities core costs
- Financial administrative processes were further improved, 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.

*"We are delighted that we have been awarded LOTC Mark (Silver). The CLOtC audit was very detailed and has given us great development points in order to progress to Gold."*

La Mare de Carteret Primary, Guernsey

**5) Lead the Learning Away legacy consortium and manage the delivery of the Learning Away legacy project in order to achieve its objectives**

Learning Away is a consortium of 16 third sector, public and private organisations, funded in 2017/18 for the second and final year by Paul Hamlyn Foundation to work with children and young people, teachers, leaders and parents to enrich young lives through more school residential learning experiences. The Consortium members are active in representing and delivering a broad range of residential learning for young people throughout the UK, from outdoor adventurous experiences, to camping in the school grounds, to staying overnight in heritage and arts venues. The consortium – both as individual organisations and collectively – are working for equal access to the life-changing impact residential learning experiences can have on young people.

In 2017/18 the focus for the Consortium was to:

- Continue to manage the Brilliant Residentials campaign with the aim of raising awareness of the Learning Away research amongst larger numbers of schools
- 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 residentials, including a comparative case study to test the impact of residentials on attainment outcomes.
- Publish the evaluation report to improve understanding of the number and quality of residentials currently taking place in the UK, identifying strengths and areas for development.

**Key achievements were:**

- Media coverage to the advertising value equivalent of over £1.2million for the cause
- A strong online profile with over 3500 visitors to the website every month; videos reaching almost 2000 viewers; and over 1500 followers on social media
- Reaching over 2500 teachers and providers with workshops and presentations;



# COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM

(A Charitable Company Limited by Guarantee)

## Report of the Trustees for the year ended 31 March 2018 - continued

- Publication of 'The state of school residential in England: 2017' the largest report of its kind which has highlighted that disadvantaged pupils are missing out;
- Development of a suite of high-quality CPD materials for schools with training facilitators engaged and willing to deliver the training to schools
- A comparative action research project in progress which opens the door to apply for grants to upscale the research
- Commitment from Consortium members to continue with the work of Learning Away and contributions of £24,000 towards the campaigning work from Consortium members for 2018/19 – 2019/20

### Looking ahead CLOtC will:

- Tackle the challenges highlighted in the 'State of School Residential in England: 2017' study that suggests young people from disadvantaged backgrounds are less likely to take part in residential learning experiences
- Deliver and support partners to deliver a programme of face to face and online CPD for school staff and senior leaders aimed at changing practice
- Publish and disseminate new research, including a comparative case study, investigating the link between residential and SATs attainment for Year 6 pupils from schools;
- Show that Brilliant Residential do not need to be expensive and can be delivered through a wide variety of opportunities (e.g. arts and cultural experiences, heritage, fieldwork, school grounds, outdoor adventurous activities) as part of a progressive programme of experiences.

*"The State of School Residential study by Learning Away provides disturbing evidence that disadvantaged students are missing out on the transformational impact of residential experiences. Surely if these experiences have such a significant impact, all children should be entitled to have them during their time at school."*

Joe Lynch, Chair Learning Away Consortium

### 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 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 on 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 which allow it to support its members and partners.

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 has continued to reduce expenditure from £255,494 in 2013-14 to £191,494 in 2014-15, £189,656 in 2015-16, and £156,633 in 2016-17. Total expenditure has increased overall since 2015-16 due to restricted funding for Learning Away and the management of the Strategic Research Group for Learning in Natural Environments; however unrestricted expenditure remained as effective and efficient as possible and was £168,047 in 2017-18.

Restricted income from grants in 2017-18 was £114,154 with thanks to grants from Paul Hamlyn Foundation, Natural England, and FEN. Unrestricted income from charitable activities remained similar at £157,305 in 2017-18 compared with £155,039 in 2016/17.

# **COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM**

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

## **Report of the Trustees for the year ended 31 March 2018 - continued**

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 continue the financial climate is unlikely to improve in the near future. However, in response CLOtC has revised its membership strategy and income lines which hold further promise of growth over the coming year, which is encouraging. Also, CLOtC will commit more resources to marketing and communications 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.

We are indebted to partners providing support in 2017-18 especially members of the CLOtC Sector Partnerships (who are: Natural Environment Sector Partnership led by Field Studies Council; the School Grounds Sector Partnership led by Learning through Landscapes; the Adventurous Activity Sector Partnership led by English Outdoor Council; the Study, Sports and Cultural Tours Sector Partnership led by School Travel Forum, the Countryside and Farming Partnership led by Access to Farms; the Expeditions Sector Partnership led by EPA and the Heritage Sector Partnership led by GEM and the Institute of Outdoor Learning). Special thanks to Canal and River Explorers; Field Studies Council, Natural England, NST, OEAP, Paul Hamlyn Foundation, School Travel Organiser and YHA. 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 £37K.

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.

### **2018-2020 Strategic Priorities**

There are a number of organisations whose remit is to promote aspects of learning outside the classroom and support LOtC providers to improve the quality of their provision in the fields of outdoor learning, heritage or school travel. CLOtC will work closely with these partners to further our mutual aims to ensure the value of LOtC is widely recognised and to ensure more high quality LOtC experiences are available to more young people.

CLOtC is the overarching organisation for learning outside the classroom and as such have the remit to promote and represent all LOtC sectors from school grounds, natural environment and adventurous activities through to arts, heritage and overseas travel. Over the next two years we will work to improve representation from arts and heritage organisations within the LOtC Sectors Working Group.

**COUNCIL FOR LEARNING  
OUTSIDE THE CLASSROOM**

(A Charitable Company Limited by Guarantee)

**Report of the Trustees for the year ended 31 March 2018 – continued**

CLOtC is also well placed to represent and work with schools who wish to provide inclusive, frequent, continuous and progressive LOtC experiences to their pupils and bring them together with LOtC providers. This is our USP and is how we add value to the work of partners working in the sector. Our ambition for the next two years is to develop this role, increase the number of schools the Council is working with and become the 'go to' organisation for schools and colleges.

In 2018-2020 the Council will:

- Improve the way it communicates with our audiences to attract more schools to develop their LOtC
- Work effectively with the LOtC Sectors Working Group and other key partners to facilitate cross sector collaboration and change policy and practice
- Conduct market research and evaluation in order to better understand the needs of our audiences and to develop our offer

Trustees and staff will continue to work with the Learning Away Consortium on the Learning Away legacy programme. 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, partners 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 2018 (Continued)**

**Reference and Administrative Information**

<b>CHARITY NAME:</b>	Council for Learning Outside the Classroom
<b>CHARITY REGISTRATION NUMBER:</b>	1127802
<b>COMPANY REGISTRATION NUMBER:</b>	06778701 (England and Wales)
<b>REGISTERED OFFICE AND OPERATIONAL ADDRESS:</b>	Head Office Preston Montford Montford Bridge Shrewsbury SY4 1HW
<b>BOARD OF TRUSTEES:</b>	Anthony Thomas OBE – Chair Paul Airey Graham Lodge (co-opted) Justin Dillon Steven Dool Rob Lucas (co-opted) Ian McInnes Peter Carne Colette Morris Gill Harvey (co-opted 4.7.17)
<b>ACTING CHIEF EXECUTIVE OFFICER:</b>	Kim Somerville
<b>COMPANY AND HONORARY SECRETARY:</b>	Not Appointed
<b>SENIOR STATUTORY AUDITOR:</b>	Diane Lockwood Ling Phipp Chartered Accountants and Statutory Auditor, 22-26 Nottingham Road Stapleford Nottingham NG9 8AA
<b>BANKERS:</b>	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 2018 (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 2018 (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 11.

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 2018 was 10 (2017:8).

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)

**Report of Independent Auditors to the Members of  
Council for Learning Outside the Classroom  
A Charitable Company Limited by Guarantee**

**Opinion**

We have audited the financial statements of Council for Learning Outside the Classroom for the year ended 31 March 2018 on pages sixteen to twenty three which comprise the Statement of Financial Activities, the summary Income and Expenditure Account, the Balance Sheet, the Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of the incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note thirteen to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the director's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the director has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Other information**

The other information comprises the information included in the annual report, other than the financial statements and our Auditors report thereon. The Trustees are responsible for the other information.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees Report which includes the Director's report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors included within the Trustees report has been prepared in accordance with applicable legal requirements.

**Report of Auditors to the Members of**  
**Council for Learning Outside the Classroom**  
**A Charitable Company Limited by Guarantee**

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Director's report included within the Trustees report.

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 and proper accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- Parent charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustee's remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Trustees report.

**Responsibilities of Trustees**

As explained more fully in the Statement of Trustees Responsibilities set out on page thirteen, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or has no realistic alternative but to do so.

**Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Auditors.

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 we are required to state to them in a Report of the Auditors 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 the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

.....  
Mrs D J Lockwood, FCA, FCCA, ATT – Senior Statutory Auditor  
For and on behalf of Ling Phipp, Statutory Auditors  
Cliffe Hill House  
22-26 Nottingham Road  
Stapleford  
Nottingham  
NG9 8AA

Date:



**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 2018**  
**(Incorporating Income and Expenditure Account)**

	Note	Restricted Funds 2018 £	Unrestricted Funds 2018 £	Total Funds 2018 £	Restricted Funds 2017 £	Unrestricted Funds 2017 £	Total Funds 2017 £
<b>Income</b>							
Income from							
Charitable Activities:							
Grants	2	114,154	-	114,154	164,554	-	164,554
Fundraising		-	34	34	-	30	30
Membership							
and activities	2	-	154,953	154,953	-	152,901	152,901
Donations		-	2,304	2,304	-	2,040	2,040
Investment income	3	-	14	14	-	68	68
<b>Total Income</b>		<b>114,154</b>	<b>157,305</b>	<b>271,459</b>	<b>164,554</b>	<b>155,039</b>	<b>319,593</b>
<b>Expenditure</b>							
Expenditure on							
charitable activities	4	144,048	156,721	300,769	131,244	143,817	275,061
Support costs	4	-	11,326	11,326	-	12,816	12,816
<b>Total Expenditure</b>		<b>144,048</b>	<b>168,047</b>	<b>312,095</b>	<b>131,244</b>	<b>156,633</b>	<b>287,877</b>
<b>Net Income/ (Expenditure) and Net Movement in Fund for the Year</b>		<b>(29,894)</b>	<b>(10,742)</b>	<b>(40,636)</b>	<b>33,310</b>	<b>(1,594)</b>	<b>31,716</b>
<b>Reconciliation of Funds</b>							
Total Funds							
Brought Forward		33,310	44,666	77,976	-	46,260	46,260
<b>Total Funds Carried Forward</b>	11	<b>3,416</b>	<b>33,924</b>	<b>37,340</b>	<b>33,310</b>	<b>44,666</b>	<b>77,976</b>

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 2018**

	Note	Total 2018	Total 2017
		£	£
<b>Fixed Assets</b>			
Tangible Fixed Assets	7	-	-
<b>Current Assets</b>			
Debtors	8	5,644	9,950
Cash at bank and in hand		82,780	116,705
		<u>88,424</u>	<u>126,655</u>
<b>Liabilities</b>			
Creditors falling due within one year	9	51,084	48,679
<b>Net Assets</b>	10	<u>37,340</u>	<u>77,976</u>
<b>The Funds of the Charity</b>			
Restricted funds		3,416	33,310
Unrestricted funds		33,924	44,666
<b>Total Charity Funds</b>	11	<u>37,340</u>	<u>77,976</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 ..... 2018 and signed on its behalf by:

.....  
 Anthony Thomas OBE  
 Chair

The notes on pages 18 to 23 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 2018

**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.

**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 2018 – 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 £	2018 £	2017 £
<b>Grants</b>				
Paul Hamlyn Foundation	90,050	-	90,050	124,950
Natural England	20,000	-	20,000	35,500
Forest Education Network	4,104	-	4,104	4,104
	<u>114,154</u>	<u>-</u>	<u>114,154</u>	<u>164,554</u>
<b>Income from Charitable Activities</b>				
Membership	-	29,947	29,947	39,231
LOtC Quality Badge	-	69,845	69,845	70,757
CPD Training and Support	-	44,609	44,609	35,132
Other Contracted Work and Administration Fees	-	10,552	10,552	7,781
	<u>-</u>	<u>154,953</u>	<u>154,953</u>	<u>152,901</u>

**3. Investment Income**

	Restricted £	Unrestricted £	2018 £	2017 £
Bank Interest	<u>-</u>	<u>14</u>	<u>14</u>	<u>68</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 2018 – continued

**4. Expenditure**

	General Operations	Support Costs	2018	2017
	£	£	£	£
Legal Fees and Subscriptions	22	107	129	96
Staff Costs (see note 6)	122,371	-	122,371	111,538
Insurance	1,527	-	1,527	1,374
Office Expenses & Storage Costs	11,578	-	11,578	9,261
External Audit and Accountancy	-	3,720	3,720	3,720
Trustees' Expenses & Meeting Costs	-	2,165	2,165	3,766
Finance Support (bookkeeping & payroll)	-	5,334	5,334	5,256
Project Related Expenditure (including staff costs)	165,271	-	165,271	152,866
	<u>300,769</u>	<u>11,326</u>	<u>312,095</u>	<u>287,877</u>

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

	2018	2017
	£	£
Auditor's Remuneration	2,350	2,350
Depreciation	-	-
Other payments to auditors for accountancy services & payroll preparation	1,904	1,826

**6. Staff costs and numbers**

	2018	2017
	£	£
Gross Wages and Salaries	116,774	105,804
Employers National Insurance Contributions	7,346	6,563
Pension Costs	5,194	3,806
Staff Travel and Expenses Reimbursed	15,871	13,996
Staff Training	2,089	1,446
Recruitment Costs	275	395
	<u>147,549</u>	<u>132,010</u>
Staff Costs	122,371	111,538
Project Related Expenditure	25,178	20,472
	<u>147,549</u>	<u>132,010</u>

	2018	2017
The average number of employees during the period		
Total number of staff employed	6	5

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

	2018	2017
Defined Contribution Scheme	<u>5</u>	<u>5</u>

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

Total remuneration of key management personnel was £29,912 (2017: £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 2018 – continued

**7. Analysis of fixed assets**

	Equipment £	Total £
Cost:		
As at 1 April 2017	4,481	4,481
Additions	-	-
Disposals	-	-
As at 31 March 2018	<u>4,481</u>	<u>4,481</u>
Depreciation:		
As at 1 April 2017	4,481	4,481
Charge for year	-	-
Disposals	-	-
As at 31 March 2018	<u>4,481</u>	<u>4,481</u>
Net book value at 31 March 2018	<u>-</u>	<u>-</u>
At 31 March 2017	<u>-</u>	<u>-</u>

**8. Debtors**

	2018 £	2017 £
Trade Debtors	5,644	9,398
Other Debtors	-	552
	<u>5,644</u>	<u>9,950</u>

**9. Creditors**

	2018 £	2017 £
Falling due in one year:		
Trade Creditors	18,751	15,044
Accruals	3,720	3,720
Deferred Income	25,877	27,294
Taxation and Social Security	2,736	2,621
	<u>51,084</u>	<u>48,679</u>
	2018 £	2017 £
Deferred Income:-		
Membership in advance	25,877	27,294
	<u>25,877</u>	<u>27,294</u>

**10. Analysis of Net Assets**

	Tangible fixed assets £	Other assets & (liabilities) £	Total Funds 2018 £	Total Funds 2017 £
Restricted fund	-	3,416	3,416	33,310
Unrestricted fund	-	33,924	33,924	44,666
	<u>-</u>	<u>37,340</u>	<u>37,340</u>	<u>77,976</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 2018 – continued

**11. Analysis of Funds**

	At 31 March 2017 £	Incoming £	Transfers & Outgoing £	At 31 March 2018 £
Restricted Funds:-				
Historical and Natural England	-	20,000	(20,000)	-
FEN	-	4,104	(4,104)	-
Paul Hamlyn Foundation	33,310	90,050	(119,944)	3,416
Unrestricted Funds	44,666	157,305	(168,047)	33,924
Total Funds	<u>77,976</u>	<u>271,459</u>	<u>(312,095)</u>	<u>37,340</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 residentials 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 20 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.

**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 2018 – continued

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

The transaction occurring with related parties and Trustees were:

	2018 £	2017 £
Reimbursement of Trustees travelling to meetings (7 Trustees)	1,469	2,809

**Other Payments Related Parties**

Payments were made to ACA Educational Services totalling £2,000 (2017: £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 (2017: £250) for LotC Quality Badge Accreditation.

Payments were made to Peter Carne totalling £10,838 (2017: £16,641) for Learning Away consultancy and £4,875 (via Play Learning Life).

**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 £308 (2017: £305).

**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 £5,194 (2017: £3,806).

**17. Donated Goods and Services**

Storage facilities have been provided free of charge, an amount of £2,304 (2017: £2,040) has been included as a donation to reflect this.