

**COUNCIL FOR LEARNING
OUTSIDE THE CLASSROOM**

(A Charitable Company Limited by Guarantee)

**TRUSTEES' REPORT AND
FINANCIAL STATEMENTS**

for the year ended 31 March 2019

**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 2019

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 2019 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).

Chair's Report

Dear members and partners,

CLOtC enters its 10th year in 2018-19, and my last year as the Chair, and I am remarkably proud of the impact made by this small charity with a big network and a huge heart.

Over the last decade, CLOtC has supported schools across the country to provide life-changing learning outside the classroom opportunities to more than 18 million children. It has done this by:

1. Training more than 6,500 teachers and educators to deliver the curriculum creatively to meet the needs of their pupils and to develop a strategic approach to enhancing learning outside the classroom provision.
2. Awarding 210 exemplary schools the LOtC Schools Mark in recognition of their whole school approach to learning outside the classroom.
3. Accrediting 1,824 different spaces and places with the LOtC Quality Badge and LOtC Site Provider award, the only national accreditations to recognise safe and quality educational locations and providers for learning outside the classroom.

CLOtC has worked tirelessly to raise the profile of learning outside the classroom on a national level, promoting its benefits, influencing and challenging policy and practice, none of this would have been possible without the support of our 1,702 members past and present who have supported 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 2019-20 to help us have even greater impact.

The charity has achieved much of this with a small but dedicated team of five staff members and 10 voluntary trustees who work with a wider network of committed sector groups, a special thank you is needed for these brilliant people.

Looking to the future we are excited to be developing a closer working partnership with the Outdoor Education Advisers' Panel in order to strengthen and increase the support offered to schools. The two organisations have 10 years of intrinsically linked history providing advocacy, advice and assurance to schools to enable them to take learning beyond the classroom. With an ever closer working partnership we will increase and strengthen this support for all learning outside the classroom experiences, across the full breadth of learning places including: school grounds; educational visits (to the local area, museums, farms, places of worship); adventure activities; residential experiences and visits abroad (including cultural visits and expeditions).

The detail of the future joint working of these two organisations will be discussed further with the membership of both organisations at our joint National Conference 2019: 'Beyond the Classroom', on 7th November. I do hope we will see you there.

With heartfelt thanks,



Anthony Thomas OBE, Chair
On behalf of the Trustees of the CLOtC

**COUNCIL FOR LEARNING
OUTSIDE THE CLASSROOM (CLOtC)
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Report of the Trustees for the year ended 31 March 2019 - 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.

Our aims are to:

- Be a 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, and provide an open access website for all stakeholders and interested parties;
- 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).

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Report of the Trustees for the year ended 31 March 2019 - 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 five key objectives identified in the Strategic Plan 2018-20.

1) To influence and challenge learning outside the classroom policy and practice:

- CLOtC responded to the Government consultations on the Ofsted Framework and contributed to the call for evidence for Character and Resilience, the latter resulted in meetings with the DfE and being asked to contribute to new government guidance for schools.
- CLOtC contributed towards the DfE Activity Passport for Primary Schools which has been downloaded more than 45,000 times.
- Alongside the Outdoor Education Advisers' Panel, CLOtC worked closely with DfE to publish the new Health and Safety Guidance for Educational Visits which sites the National Guidance and LOTC Quality Badge this will help ensure schools get a great starting point in finding out how to organise high quality educational visits with a minimum of red tape.

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Report of the Trustees for the year ended 31 March 2019 – continued

- CLOtC led a bid with more than 30 consortium members (with YHA as the host) for the DEFRA / DfE £6.3m Nature Friendly Schools Programme to help connect more children in disadvantaged schools with nature. We reached the final stage of the selection process and whilst not being the successful submission, CLOtC is contributing to the Nature Friendly Schools programme by playing an active part on the expert advisory group.
- CLOtC continues to 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.

2) To raise the profile of learning outside the classroom and promote its benefits:

- CLOtC increased its reach on social media by 1456 followers, with 6114 twitter followers by April 2019. The charity also launched a Facebook page to complement our blog <https://learningoutsidetheclassroomblog.org/> to extend our digital platform for promoting the benefits of LOtC.
- During the year CLOtC wrote or supplied interviews for a range of national media publications which included: Teach Primary; Teach Secondary; School Travel Organiser; QA Education.
- The CLOtC annual conference and awards took place on Thursday 22nd November at Black Country Living Museum. The conference was attended by 170 delegates during the day and 70 delegates at the awards from schools, providers and other organisations with an interest in LOtC.
- In order to inspire and engage with more schools, CLOtC is collaborating with OEAP to develop a joint National Conference 2019: Beyond the Classroom.
- A successful Forest Education Network (FEN) Conference took place with 82 delegates, FEN is hosted by CLOtC and supports delivery of education in forest and woodland settings, networking and sharing good practice, and facilitating communication between the sectors and practitioners involved.
- The CLOtC membership package was refreshed at the end of 2018-19, members can now access all LOtC resources online for free and receive a fortnightly e-news bulletin 'Education Everywhere'.

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

- We have engaged with over 950 delegates through attendance at CLOtC training sessions and events during 2018-19. This included over 300 ITT students.
- 99 new providers were awarded the national LOtC Quality Badge accreditation this year. 1052 providers of learning outside the classroom experiences across the UK and beyond now hold this accreditation and the LOtC Site Provider Award.
- 201 schools have achieved the LOtC Mark accreditation with 23 new schools being accredited during the 2018-19 year.
- Working closely with schools, CLOtC has developed a series of low cost new CPD events for teachers 'Getting creative with the curriculum'. The events will be launched in autumn 2019.

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Report of the Trustees for the year ended 31 March 2019 - continued

4) Resource development to consolidate our stable financial position and generate additional funds to support our work achieving the above objectives:

- CLOtC continued to lead and manage the Learning Away project on behalf of the Learning Away Consortium. The legacy project is now in its third year and the Paul Hamlyn Foundation funding has come to an end. Funding for campaigning work in 2018-19 was generated from Consortium members and we are grateful for their continued support.
- Earned income increased and was generated through membership, accreditations, CPD and sponsorship to support the charities core costs.
- A new platinum and associate partnership package has been developed in 2018-19 to support our provider members to increase their brand reach into the schools' market. This will launch in 2019/20 and will generate additional funds to support our work
- Financial administrative processes were further improved, with the average payment time reduced and minimal invoices outstanding at the end of the financial year

5) To lead the Learning Away legacy consortium and manage the delivery of the Learning Away legacy project:

- In 2018-19 the expertise and reach of the Learning Away Consortium was strengthened as we welcomed new members from Arts residential sector.
- The campaigns for #BrilliantResidentials and #WinterResidentials grew and reached new audiences with updated [free campaign material](#), infographics and films making the case for and illustrating the compelling benefits of residentials.
- A new Learning Away website was launched in November 2018 with a new focus on the current phase of Learning Away attracting supporters of the campaign and potential funders.
- CLOtC led the launch of a suite of 6 modules of '[Brilliant Residentials CPD](#)' for teachers which can be delivered through online learning or face to face. This provides seven hours of training which is nothing like anything else that exists for residential learning.
- A new [Evaluation toolkit](#) was launched in October 2018, this toolkit enables teachers to be able to prove that residentials deliver a good return on investment.
- A further study examining the impact of residentials on Year 6 pupils pre and post SATS was completed by University of Cumbria and will launch in 2019/20 adding to the growing bank of evidence about the impact of residentials.
- The Learning Away core team continued to speak at events that attracted teachers and school leaders; write for the teacher press and publications; and were active on social media shouting about the transformative impact of residential learning.
- The above would quite simply not have been possible without the contributions of Consortium members in 2018/19, a huge thank you for their continued involvement.

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM

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Report of the Trustees for the year ended 31 March 2019 - continued

Financial Review

Established through government funding which ended in 2010/11 CLOtC has risen to the challenge of growing its 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 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 £205,168 in 2018-19.

Restricted income from grants in 2018-19 was £8,882 with thanks to grants from FEN.

Unrestricted income from charitable activities remained similar at £175,541 in 2018-19 compared with £157,305 in 2017/18.

The financial climate continues to be challenging for CLOtC, with the austerity budgets of recent years placing pressure on school budgets, public sector and charities alike. As these organisations make up a large proportion of CLOtC's customer base this has inevitably impacted on the growth in some budget areas. However, in response CLOtC has revised its membership strategy and income lines which hold further promise of growth over the coming year, which is encouraging.

Our closer partnership working in the future also aims to increase efficiencies through better use of resources and expand income opportunities whilst increasing and strengthening support for all learning outside the classroom experiences.

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 for all.

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 2018-19 especially members of the CLOtC Sector Partnerships (who are: Natural Environment Sector Partnership led by RSPB; the School Grounds Sector Partnership led by Learning through Landscapes; the Adventurous Activity Sector Partnership led by 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; the Faith and Heritage partnership, Led by the Jewish Museum, London; and the Institute of Outdoor Learning).

Special thanks to Canal and River Explorers; Field Studies Council; School Travel Organiser; and YHA for their sponsorship contributions in 2018/19. 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.

We are especially grateful to the Learning Away Consortium for members time and expertise and particularly to those who have been able to make a financial contribution in 2018-19 including: Association of Heads of Outdoors Education Centres; Field Studies Council; Girlguiding; Outdoor Education Advisers' Panel; Scottish Hostelling; Scout Association; and YHA.

**COUNCIL FOR LEARNING
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Report of the Trustees for the year ended 31 March 2019 – continued

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.

Future Strategic Priorities

CLOtC is now midway through its 2018-20 strategy with the core aims of:

- 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

We are committed to working closely with 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.

Strengthening Support for Schools

Looking to 2020 we are excited to be developing a closer working partnership with the Outdoor Education Advisers' Panel (OEAP) in order to strengthen and increase the support offered to schools. CLOtC and OEAP have 10 years of intrinsically linked history providing advocacy, advice and assurance to schools to enable them to take learning beyond the classroom. By working closer we will increase and strengthen this support for all learning outside the classroom experiences, across the full breadth of learning places including: school grounds; educational visits (to the local area, museums, farms, places of worship); adventure activities; residential experiences and visits abroad (including cultural visits and expeditions).

Our shared vision is for all children to benefit fully from an education that leaves them healthy, confident, resilient and successful. We want to enable all children and young people to experience high quality learning outside the classroom as an essential part of learning and teaching in school.

The detail of the future joint working of CLOtC and OEAP will be discussed further with the membership of both organisations at our joint National Conference 2019: 'Beyond the Classroom' on 7th November.

Underpinning all future work will be the charity'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
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(A Charitable Company Limited by Guarantee)**

Report of the Trustees for the year ended 31 March 2019 (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:** CLOtC Head Office
Preston Montford
Montford Bridge
Shrewsbury
SY4 1HW

BOARD OF TRUSTEES: Anthony Thomas OBE – Chair
Paul Airey (resigned 22.11.2018)
Graham Lodge (co-opted)
Professor Justin Dillon
Steven Dool
Rob Lucas (co-opted)
Ian McInnes
Peter Carne
Colette Morris
Gill Harvey
David Scourfield (appointed 22.11.2018)

CHIEF EXECUTIVE OFFICER: Kim Somerville

COMPANY AND HONORARY SECRETARY: Not Appointed

SENIOR STATUTORY AUDITOR: Diane Lockwood
Haines Watts Chartered Accountants
Cliffe Hill House
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 2019 (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 fundraising 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
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(A Charitable Company Limited by Guarantee)**

Report of the Trustees for the year ended 31 March 2019 (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 2019 was 10 (2018: 10).

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 and signed on its behalf by:



..... Anthony D Thomas (Chair)
7/10/2019

Council for Learning Outside the Classroom
(A Charitable Company Limited by Guarantee)
Company Number: 06778701

Independent Examiner's Report to Council for Learning Outside the Classroom

I report on the charity trustees on my examination of the accounts of the company for the year ended 31 March 2019.

Responsibilities and Basis of Report

As the charity's trustees of the Company (and also its directors for the purpose of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:-

- 1) Accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- 2) The accounts do not accord with those records; or
- 3) The accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirements that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4) The accounts have not been prepared in accordance with the methods and principles of the Statement of recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....
D J Lockwood FCA, FCCA
Chartered Accountant

Dated

Haines Watts Nottingham Limited
Chartered Accountants
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 2019
(Incorporating Income and Expenditure Account)

	Note	Restricted Funds 2019 £	Unrestricted Funds 2019 £	Total Funds 2019 £	Restricted Funds 2018 £	Unrestricted Funds 2018 £	Total Funds 2018 £
Income							
Income from Charitable Activities:							
Grants	2	8,882	-	8,882	114,154	-	114,154
Fundraising		-	25	25	-	34	34
Membership and activities	2	-	175,463	175,463	-	154,953	154,953
Donations		-	2,329	2,329	-	2,304	2,304
Investment income	3	-	33	33	-	14	14
Total Income		8,882	177,850	186,732	114,154	157,305	271,459
Expenditure							
Expenditure on charitable activities	4	7,185	196,846	204,031	144,048	156,721	300,769
Support costs	4	-	10,631	10,631	-	11,326	11,326
Total Expenditure		7,185	207,477	214,662	144,048	168,047	312,095
Net Income/ (Expenditure) and Net Movement in Fund for the Year		1,697	(29,627)	(27,930)	(29,894)	(10,742)	(40,636)
Reconciliation of Funds							
Total Funds Brought Forward		3,416	33,924	37,340	33,310	44,666	77,976
Total Funds Carried Forward	11	5,113	4,297	9,410	3,416	33,924	37,340

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 14 to 20 form part of these accounts

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

Balance Sheet as at 31 March 2019

	Note	Total 2019	Total 2018
		£	£
Fixed Assets			
Tangible Fixed Assets	7	-	-
Current Assets			
Debtors	8	4,983	5,644
Cash at bank and in hand		52,418	82,780
		<u>57,401</u>	<u>88,424</u>
Liabilities			
Creditors falling due within one year	9	47,991	51,084
Net Assets	10	<u>9,410</u>	<u>37,340</u>
The Funds of the Charity			
Restricted funds		5,113	3,416
Unrestricted funds		4,297	33,924
Total Charity Funds	11	£ <u>9,410</u>	£ <u>37,340</u>

The Company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ending 31 March 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for:

- a) Ensuring the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006, and
- b) Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements, so far as applicable to the company.

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

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

.....
 Anthony Thomas OBE
 Chair

The notes on pages 14 to 20 form part of these accounts

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

Notes forming part of the Financial Statements for the year ended 31 March 2019

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.

The financial statements are presented in sterling (£).

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.

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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.

Debtors

Debtors are recognised at the settlement amount owed to the Charity or prepaid.

Creditors

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party, and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

Financial Instruments

The Charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Judgement and Key Sources of Estimation Uncertainty

The preparation of accounts using generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the accounts and the reported amounts of revenues and expenses during the reporting period.

The key estimates and assumptions used in the Financial Statements are detailed in the accounting policies.

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.

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Notes forming part of the Financial Statements for the year ended 31 March 2019 – continued

2. Income

	Restricted £	Unrestricted £	2019 £	2018 £
Grants				
Paul Hamlyn Foundation	-	-	-	90,050
Natural England	-	-	-	20,000
Forest Education Network	8,882	-	8,882	4,104
	<u>8,882</u>	<u>-</u>	<u>8,882</u>	<u>114,154</u>
Income from Charitable Activities				
Membership	-	44,678	44,678	29,947
LOtC Quality Badge	-	68,980	68,980	69,845
CPD Training and Support	-	36,713	36,713	44,609
Other Contracted Work and Administration Fees	-	25,092	25,092	10,552
	<u>-</u>	<u>175,463</u>	<u>175,463</u>	<u>154,953</u>

3. Investment Income

	Restricted £	Unrestricted £	2019 £	2018 £
Bank Interest	<u>-</u>	<u>33</u>	<u>33</u>	<u>14</u>

4. Expenditure

	General Operations £	Support Costs £	2019 £	2018 £
Legal Fees and Subscriptions	126	-	126	129
Staff Costs (see note 6)	132,723	-	132,723	122,371
Insurance	1,366	-	1,366	1,527
Office Expenses & Storage Costs	11,098	-	11,098	11,578
External Audit and Accountancy	-	2,400	2,400	3,720
Trustees' Expenses & Meeting Costs	-	2,918	2,918	2,165
Finance Support (bookkeeping & payroll)	-	5,313	5,313	5,334
Project Related Expenditure (including staff costs)	58,718	-	58,718	165,271
	<u>204,031</u>	<u>10,631</u>	<u>214,662</u>	<u>312,095</u>

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

	2019 £	2018 £
Independent Examination Fee	1,200	-
Auditor's Remuneration	-	2,350
Depreciation	-	-
Other payments to examiners for accountancy services & payroll preparation	1,875	1,904

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Notes forming part of the Financial Statements for the year ended 31 March 2019 – continued

6. Staff costs and numbers

	2019	2018
	£	£
Gross Wages and Salaries	108,279	116,774
Employers National Insurance Contributions	7,489	7,346
Pension Costs	5,635	5,194
Staff Travel and Expenses Reimbursed	20,438	15,871
Staff Training	750	2,089
Recruitment Costs	275	275
	<u>142,866</u>	<u>147,549</u>
Staff Costs	132,723	122,371
Project Related Expenditure	<u>10,143</u>	<u>25,178</u>
	<u>142,866</u>	<u>147,549</u>
	2019	2018
The average number of employees during the period		
Total number of staff employed	5	6

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

	2019	2018
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 £33,289 (2018: £29,912).

7. Analysis of fixed assets

	Equipment	Total
	£	£
Cost:		
As at 1 April 2018	4,481	4,481
Additions	-	-
Disposals	<u>-</u>	<u>-</u>
As at 31 March 2019	<u>4,481</u>	<u>4,481</u>
Depreciation:		
As at 1 April 2018	4,481	4,481
Charge for year	-	-
Disposals	<u>-</u>	<u>-</u>
As at 31 March 2019	<u>4,481</u>	<u>4,481</u>
Net book value at 31 March 2019	<u>-</u>	<u>-</u>
At 31 March 2018	<u>-</u>	<u>-</u>

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8. Debtors

	2019	2018
	£	£
Trade Debtors	4,983	5,644
	<u>4,983</u>	<u>5,644</u>

9. Creditors

	2019	2018
	£	£
Falling due in one year:		
Trade Creditors	6,023	18,751
Accruals	2,400	3,720
Deferred Income	36,900	25,877
Taxation and Social Security	2,668	2,736
	<u>47,991</u>	<u>51,084</u>

	2019	2018
	£	£
Deferred Income:-		
Membership in advance	36,900	25,877
	<u>36,900</u>	<u>25,877</u>

10. Analysis of Net Assets

	Tangible fixed	Other assets &	Total Funds	Total Funds
	assets	(liabilities)	2019	2018
	£	£	£	£
Restricted fund	-	5,113	5,113	3,416
Unrestricted fund	-	4,297	4,297	33,924
	<u>-</u>	<u>9,410</u>	<u>9,410</u>	<u>37,340</u>

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Notes forming part of the Financial Statements for the year ended 31 March 2019 – continued

11. Analysis of Funds

	At 31 March 2018 £	Incoming £	Transfers & Outgoing £	At 31 March 2019 £
Restricted Funds:-				
FEN	-	8,882	(3,769)	5,113
Paul Hamlyn Foundation	3,416	-	(3,416)	-
Unrestricted Funds	33,924	175,541	(205,168)	4,297
Total Funds	<u>37,340</u>	<u>184,423</u>	<u>(212,353)</u>	<u>9,410</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.

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:

	2019 £	2018 £
Reimbursement of Trustees travelling to meetings (6 Trustees)	2,603	1,469

Other Payments Related Parties

Payments were made to ACA Educational Services totalling £500 (2018: £2,000). 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 (2018: £250) for LotC Quality Badge Accreditation.

Payments were made to Peter Carne totalling £2,511 (2018: £10,838) for Learning Away consultancy and £5,062 (2018: £4,875) (via Play Learning Life).

There are no other related party transactions.

13. 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.

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Notes forming part of the Financial Statements for the year ended 31 March 2019 – continued

14. 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 £310 (2018: £308).

15. 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 £5,635 (2018: £5,194).

16. Donated Goods and Services

Storage facilities have been provided free of charge, an amount of £2,308.80 (2018: £2,304) has been included as a donation to reflect this.