

The Ember Learning Trust

(a company limited by guarantee)

Trustees' report and financial statements for the period ended
30 June 2020

Registered Office: Thames Ditton Junior School, Mercer Close, Thames Ditton, KT10 0BS
Company registered number 10256228

Legal and Administrative Information

Company registered number: 10256228

Registered office: Thames Ditton Junior School, Mercer Close, Thames Ditton, Surrey, KT7 0BB

The Trustees, all of whom are also Directors, who served during the full accounting period were:

Elisabeth Braybrook

Fionna Byrne

Sandra Cunningham

Rebecca Hicks

Bronach Hughes

Caroline Marden

Monica Paines

Bruce Perry

Linda Wells

Trustees who resigned during the year:

Alison Bateman – resigned 3rd July 2019

Ruth Merry-Kennedy - resigned 26th February 2020

Trustees who were appointed during the year:

No new trustees appointed.

Company Secretaries: Bonita Edwards and Belinda Bell

Bankers: Lloyds Bank plc

Solicitors: Stone, King & Co

The schools which formed part of the Ember Learning Trust during the period were:

Claygate Primary School (Foundation School)

Hinchley Wood Primary School (Foundation School) - to 30 September 2019

Long Ditton Infant & Nursery School (Foundation School)

Long Ditton St Mary's Junior School (Partner School)

Thames Ditton Infant School (Foundation School)

Thames Ditton Junior School (Foundation School)

The Ember Learning Trust also has external partners, viz:

Surrey County Council

Kingston University

The Trust has charitable status

Report of the Trustees for the year end 30 June 2019

1. Background

The Ember Learning Trust incorporated on 29 June 2016 with four founding member schools (Hinchley Wood Primary School, Long Ditton Infant and Nursery School, Thames Ditton Infant School and Thames Ditton Junior School), with Long Ditton St Mary's Church of England Junior School as a partner school taking a full role in the Trust. External partners at the formation were Kingston University, Surrey County Council and the Co-operative Schools Network. On the 3rd May 2018 Claygate Primary School became a member of the Ember Learning Trust.

The Trustees of the Ember Learning Trust ("ELT") are also registered as directors and members of the company. The company is limited by guarantee, created under the School Standards and Framework Act 1998 and using a Department of Education-approved model of Memorandum and Articles of Association.

2. Objectives and Activities of the Ember Learning Trust

The ELT's objectives are set out in its Articles of Association and include:

to advance the education of the learners at any School which is a Qualifying School, or at any other school in respect of which the Trust acts or has acted as a foundation, it being acknowledged that in carrying out the Objects the Trust must (where applicable) have regard to its obligation to promote community cohesion under the Education Acts; and

to advance education generally in the areas in which the Schools are situated; and

to advance the education of the learners at any school which works in partnership or collaboration (whether formally or not) with a school in respect of which the Trust acts as a foundation.

It is intended that:

the Trust will be a member of The Co-operative Schools Network

the Schools will actively participate in the work of The Co-operative Schools Network in order to provide and receive support; and

the curriculum and ethos of the Schools will place an emphasis on, and include a commitment to learners learning about Co-operative Values and Principles, with the aim of encouraging all learners to become better citizens, not only while they are learners but during the rest of their lives;

The Trust has the following power, which may be exercised only in promoting the Objects:

to act as the foundation of the Schools for the purpose of the School Standards and Framework Act 1998

3. Financial Review

The Ember Learning Trust started the year with reserves of £38.5k. The ELT had no trading or fund-raising activities. Expenditure consisted of costs related to statutory fees, insurance, clerical services, joint staff training and peer reviews.

4. Statement of Trustees' responsibilities

The Trustees (who are also directors of the Ember Learning Trust) are responsible for ensuring that their annual report and financial statements have been prepared in accordance with applicable law and Financial Reporting Standards.

The Companies Act requires the Trustees to ensure that financial statements are prepared for each financial period, which give a true and fair view of the state of affairs of the company. In overseeing the preparation of these documents, the Trustees are also required to:

- Agree suitable accounting policies and processes and apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgments and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, any material departures disclosed and explained in the financial statements and
- Ensure the preparation of the financial statements on a going-concern basis

The Trustees are responsible for ensuring that proper accounting records are kept which disclose with reasonable accuracy at any time the financial position of the company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are of the opinion that the Trust's funds are adequate for its continued operation for the coming six to twelve months, and that further resources will be secured for the foreseeable future.

This report has been prepared under the special provisions for small companies set out in part 15 of the Companies Act 2006. It is signed by the Director and Trustee who was serving as the Chair on the date the accounts were approved.

5. Meetings

During the period under review, Trustees meet once per term, in July and October 2019, and February and June 2020. The last AGM was held on 26th February 2020.

6. Attendance

Termly meetings were well attended in the main, although there was no nominated Trustee from Kingston University during this period. Pending the permanent appointment of a Headteacher at Long Ditton St Mary's, Hugh Hogan-Fleming, the Deputy Headteacher attended the meetings, along with Damian Tucker, the Interim Executive Headteacher, until Sarah Martin joined the school in April 2020 and was invited to become a trustee. Either Aisling Hogan, Headteacher at Hinchley Wood Primary School and/or Ben Bartlett, Executive Headteacher of the Hinchley Wood Learning Partnership, attended most meetings, including the AGM. The Chair of Governors at Home Farm, Clive Taylor, attended our July 2019 meeting by invitation. Unfortunately, attendance at our AGM in February 2020 was limited to one parent as well as most of the trustees.

Because of lack of space at Long Ditton St Mary's, trustee meetings moved to Thames Ditton Junior, but then went online because of Covid after March 2020.

7. Trustees

Ruth Kennedy, Co-Chair of Long Ditton St Mary's and Alison Bateman, Headteacher, Long Ditton St Mary's both resigned during the financial year. No trustees were appointed.

8. Officers

Bronach Hughes, Chair of Governors at Thames Ditton Junior School and Sandra Cunningham, Headteacher at Claygate Primary, were elected Chair and Vice-Chair of trustees at the July 2019 meeting and took up their positions from September 2019. Co-Company Secretaries during the

period were Belinda Bell and Bonita Edwards. In the absence of a separate Treasurer following the resignation of Jo Corney, who filled the role from July 2019 to January 2020, Bonita Edwards also covered that role. The Co-Company Secretaries also undertook the role of Data Protection Officer for the ELT, although it is anticipated that the amount of data held by the ELT will be minimal. Sara Morgan was appointed as Clerk, a paid position, starting in October 2019.

9. Ember Learning Trust Values and Aims

Values	How we embody them in the Ember Learning Trust
Self-Help	Supporting learners, parents, carers and staff to help themselves
Democracy	Giving our members a say in what we do
Equality	Believing that the voice of each individual should be heard
Equity	Carrying out our work in a way that is fair and unbiased
Solidarity	Sharing interests and common purposes with our members and other co-operatives

10. Trust Development Plan and achievements during the year under review

The Trust Development Plan for 2019/20 was severely hampered by the Covid-19 pandemic which led to schools being closed from March 2020 and most pupils not returning to school until September 2020. The restrictions caused by the pandemic meant that staff, governors and pupils were unable to mix so most of the activities planned had to be cancelled. A full schedule of shared training for staff and activities involving children, including a concert, had to be put on hold. However, some activities did take place in the autumn term. A Spelling Bee hosted by Thames Ditton Juniors went ahead and was enjoyed by all. An INSET day on Inclusion took place at the start of the spring term, resulting in changes in staff practices across the schools. Schools shared good practice around safeguarding, including the Single Central Record. The Deputy Heads started to meet as a group. The schools also shared information about e-safety and computing.

Land transfers went through for the outstanding schools, with the Hinchley Wood Primary land transferring to the Hinchley Wood Learning Partnership Multi-Academy Trust in September 2019.

Trustee liability insurance was put in place with Hiscox. The bank account signatories were changed, with Bronach Hughes, Monica Paines and Bonita Edwards being added as signatories. Following agreement to changes in the Articles of Association at the last AGM, a revised version has been prepared and external legal advice was sought on the updated version.

The schools were able to benefit from the experience of Long Ditton Infants which was one of the first local schools inspected under the new Ofsted framework: Monica Paines presented to the meeting held in October 2019. Claygate Primary was also inspected in the autumn term and the Headteacher and Chairs shared learning from that experience. The schools were also able to share plans for transitions between schools, given the lack of visits for parents and children due to Covid.

11. Challenges during the year under review

The main challenge that the Trustees had to deal with was the Covid-19 pandemic, which had a huge impact on the plans for shared events and also on the workload of the Headteachers and Chairs. One very positive impact of the ELT was the support provided from each school to the other schools during this very difficult period, especially as many of the Heads and some of the Chairs were new to role. An online meeting of Heads and Chairs was held in May 2020 to discuss the schools' approach to the recent lockdown and regular telephone and email communication took place, aside from the trustee meetings. Given the difficult situation, it was agreed at the trustee meeting on 17th June that the current Chair and Deputy Chair would remain in post until the end of the autumn term 2020.

The other issue not formally resolved by the end of this period was the standing of the Hinchley Wood schools in relation to the ELT. Although the trustees were very pleased to welcome both the primary school Headteacher and the Executive Headteacher for the MAT at the trustee meetings, their legal standing has yet to be formalised. As the primary school's land is no longer held in trust by the ELT, it can no longer be a Qualifying School but could become a Partner School to the ELT.

12. The year ahead

The schools will continue to work together to share their expertise and to provide support to each other, particularly at this continuing time of uncertainty due to Covid. At this stage, with the third national lockdown in place, it is not possible to set specific plans, but there is funding to support activities across the ELT when the pandemic allows them to resume.

On behalf of the Board of Trustees

_____ BRONACH HUGHES (Director and Chair of Trustees)

_____ 2021

Company registered number 10256228

Ember Learning Trust (a company limited by guarantee)

Independent Examiner's report to the Trustees

I report on the accounts of the Trust for the period ended 30 June 2020 which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pages 7 to 9.

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

Respective responsibilities of Trustees and Examiner

The trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility:

- To examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the trust and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirement to keep accounting records in accordance with Section 130 of the Charities Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name:

Qualification:

Address:

Date:

Ember Learning Trust (a company limited by guarantee)
Statement of financial activities for the period ending 30 June 2020

	2019/20	2018/19
	£	£
Income		
Income from donations	0	0
Other Income	0	0
Total	0	0
Expenditure		
Other expenditure:		
Administration	655	0
Insurance	232	0
Legal costs and expert advice	0	400
Joint staff training, resources & memberships	<u>2970</u>	<u>8,373</u>
Total	3,857	8,773
Net income / (Expenditure)	- 3,857	-8,773

Ember Learning Trust (a company limited by guarantee)
 Company registered number 10256228
Balance Sheet as at 30 June 2020

	2019/20	2018/19
	£	£
Current Assets		
Cash at bank	34,703	38,694
Debtors	0	0
Current Liabilities		
Accruals	<u>-91</u>	<u>-225</u>
Net current assets	34,612	38,469
Funds		
Unrestricted income funds in year	0	0
Total funds	34,612	38,469

Trustees' statement required by the Companies Act 2006 for the period ending 30 June 2020

In approving these financial statements as Trustees of the company we hereby confirm:

- a) That for the period stated above, the company was entitled to the exemption conferred by section 477 of the Companies Act 2006 relating to small companies
- b) That no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 30 June 2017
- c) That we acknowledge our responsibilities for ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006 and preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial accounting periods and of its profit or loss for the period then ended in accordance with the requirements of sections 394 and 395 and which otherwise comply with the provisions of the Companies Act relating to the financial statements so far as applicable to the company
- d) That there are no material uncertainties about the charity's ability to continue, and therefore the statements are prepared on the basis of a going concern.

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Charities Statement of Recommended Practice under Financial Reporting Standard 102.

These financial statements were approved by the board of Trustees on _____ 2021 and signed on its behalf by:

_____ BRONACH HUGHES (Chair, Director and Trustee)

_____ BONITA EDWARDS (Company Secretary and Treasurer)

Notes to the financial statements for the period ending 30 June 2019

1 Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

1.1 Basis of accounting

The accounts have been prepared in accordance with the Accounting and Reporting for Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Companies Act 2006. They have been prepared under the historical cost convention with items recognised at cost or transaction value in the relevant notes to these accounts unless otherwise stated.

1.2 Income

All incoming resources are included in the statement of financial activities when the Trust is entitled to the income and the amount can be quantified with reasonable accuracy.

1.3 Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

2 Employees

There were no employees in the period. The Trustees received no remuneration or reimbursement of expenses during the period.

3 Unrestricted funds

The purpose of the unrestricted funds is to further the general aims and objectives of the Trust

4 Company Limited by Guarantee

Ember Learning Trust is a company limited by guarantee and therefore does not have a share capital. Every member of the company undertakes to contribute an amount not exceeding £1 to the assets of the company in the event of its being wound up while he or she is a member or within one year after he or she ceases to be a member.

5 Accounting Period

These financial statements cover the year ending 30 June 2020.