

**FALKIRK COUNCIL**

**Subject: COMMUNITY SCHOOLS CHARITY BOARD  
ANNUAL REPORT 2012/13  
Meeting: EDUCATION EXECUTIVE  
Date: 27 AUGUST 2013  
Author: DIRECTOR OF EDUCATION**

**1. INTRODUCTION/PURPOSE OF REPORT**

- 1.1 The Community Schools 2008 Charity has formally been in operation since 14 June 2010 and the Board meet a minimum of four times per year. This report provides members with a report and update on the status of the Charity Board's operations, financial position and organisational changes over the 2012/13 period, which runs in alignment with the school academic year from August 2012 to June 2013.

**2. BACKGROUND**

- 2.1 The Community Schools 2008 Charity was established following the 4 new (NPDO) Secondary Schools being completed. The Charity's main aim is to receive and disburse the proceeds that it is contractually due to receive from the NPDO schools project holding company, Gateway.
- 2.2 The Charity objectives are:
- To advance education within the catchment areas of all of the secondary schools.
  - To provide (or assist with the provision of) recreational facilities within the operating area with the object of improving the conditions of life for the persons for whom the facilities are primarily intended.
- 2.3 The Charity Board is also responsible for the distribution of grant awards to voluntary groups and organisations throughout the whole of the council area. The Charity Board assess applications received bi-annually (March and September) and distributes grant awards to successful applicants.

**3. CONSTITUTION/LEGAL STATUS/BOARD STRUCTURE**

**3.1 Charitable Status**

- 3.1.1 The Community Schools 2008 Charity is a fully registered charity with the Office of the Scottish Charity Regulator (OSCR) and Companies House.

**3.2 Submission of Annual Returns**

- 3.2.1 To comply with both the Companies Act and OSCR's regulations a number of annual/statutory returns must be submitted.

3.2.2 For the last financial year (1/4/12-31/3/13) the following returns are due to be submitted/ logged by the date show:

(i)	<u>Companies House</u>	<u>Due Date</u>
	• Annual Return	31.12.13
	• Annual Accounts	31.12.13
	• Trustees' Report	31.12.13
(ii)	<u>OSCR</u>	
	• Annual Return	31.12.13
	• Annual Accounts	31.12.13
	• Trustees' Report	31.12.13
(iii)	<u>HMI Customs and Revenue</u>	
	• Corporation Tax Return	31.12.13

All returns in respect of 2011/12 were submitted on time

### 3.3 Board Membership

3.3.1 A copy of the Charity Board Structure which shows the names of the Board Members is attached at **Appendix 2**.

3.3.2 At the AGM in September 2012 the Charity Board agreed to approve a change to its Memorandum and Articles of Association to extend tenure of appointment from 1 year to 2 years for directors nominated from the following organisations/groups:

- Parent Councils
- Pupil Councils
- Trade Union.

3.3.3 The current Chair of the Charity Board is Christine Bell who is an Independent Director on the Board.

## 4. **FINANCIAL INFORMATION**

4.1 The audited accounts for the Financial Year End 31/3/13 are shown in **Appendix 1**. The accounts have still to be formally approved by the Charity Board. These will be tabled for approval at the Annual General Meeting held on 30 September 2013.

4.2 The Charity has received £55,004k from the main NPDO Schools Project Company since 2008/09.

•	2008/09	£ 5,397
•	2009/10	£10,409
•	2010/11	£10,601
•	2011/12	£16,785
•	2012/13	£11,812
	<b>TOTAL</b>	<b><u>£55,004</u></b>

This covers an initial agreed basic contribution of £10,000 per annum, which is has been index linked on an annual basis.

- 4.3 To date the Charity Board has awarded £17,759 in grants to various schools and community/voluntary groups across the Falkirk Council area to assist with a wide variety of projects and initiatives. The details of the awards made for the current year 2012/13 are shown in **Appendix 3**.
- 4.4 Other expenditure to date has mainly covered insurance fees.

## **5. SUMMARY OF 2012/13 OPERATIONS**

- 5.1 The Charity Board had a successful year continuing to develop its operational processes and procedures and considering grant applications from local groups and organisations
- Additional work has been undertaken to more widely promote, market, and increase public awareness of the grant funding that is potentially available. This has covered:
    - Direct link on Council's own website
    - Information pack circulated to all Elected Members
    - Adverts in some local publications
    - Local press coverage
- 5.2 During the current operational year grant awards of **£13,576** were made. This followed:
- |            |                             |
|------------|-----------------------------|
| 28:        | Applications being approved |
| 5 :        | Application being refused   |
| <b>33:</b> | <b>Total Received</b>       |
- 5.3 As referred to in Section 3.3.2 the tenure of the Parent Council, Pupil Council and Trade Union representatives has been extended to 2 years. In this regard, an amendment to the Memorandum and Article of Association, to reflect these changes has been endorsed by the Charity Board.
- 5.4 Two of the Board Members, Gary Greenhorn and Christine Bell are also co-opted Directors of Falkirk Schools Gateway Limited (FSGL) and attend the FSGL Board Meetings.

**6. RECOMMENDATION**

**6.1 The Executive is invited to:**

- (i) note the Charity Board's 2012/13 Annual Report and financial position**

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**Director of Education**

**Date:** 16 August 2012

**Contact Officer:** Kirsty Wilsdon, ext 6605

**LIST OF BACKGROUND PAPERS**

- **2012/13 CHARITY BOARD ANNUAL REPORT**

**COMMUNITY SCHOOLS 2008 CHARITY**  
**Registered in Scotland, No SC319676**  
**PROFIT AND LOSS ACCOUNT AND BALANCE SHEET**  
**FOR THE YEAR ENDED 31 MARCH 2013**

<b>PROFIT AND LOSS ACCOUNT</b>		
<b>2011/12</b>		<b>2012/13</b>
<b>£</b>		<b>£</b>
	<b>INCOME</b>	
16,785	Donations (Note 1)	11,812
<u>133</u>	Interest	<u>174</u>
16,918		11,986
	<b>EXPENDITURE</b>	
2,400	Grant Awards	6,339
<u>750</u>	Insurance	<u>174</u>
3,150		6,513
13,768	<b>SURPLUS</b>	(433)
<u>19,614</u>	Reserves B/Fwd	<u>33,382</u>
<u>33,382</u>		<u>38,855</u>
<b>BALANCE SHEET</b>		
	<b>CURRENT ASSETS</b>	
<u>33,382</u>	Bank	<u>38,855</u>
	<b>RESERVES</b>	
<u>33,382</u>	General Reserve	<u>38,855</u>

Notes:

- Income of £5,906 covering the period 1.10.12-31.3.13 was accrued. This was received in 2013/14.
- For the year ending 31 March 2013, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.
- Directors' responsibilities:
  - The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.
  - The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of accounts
  - These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.
- The financial statements have been approved and signed on its behalf by:

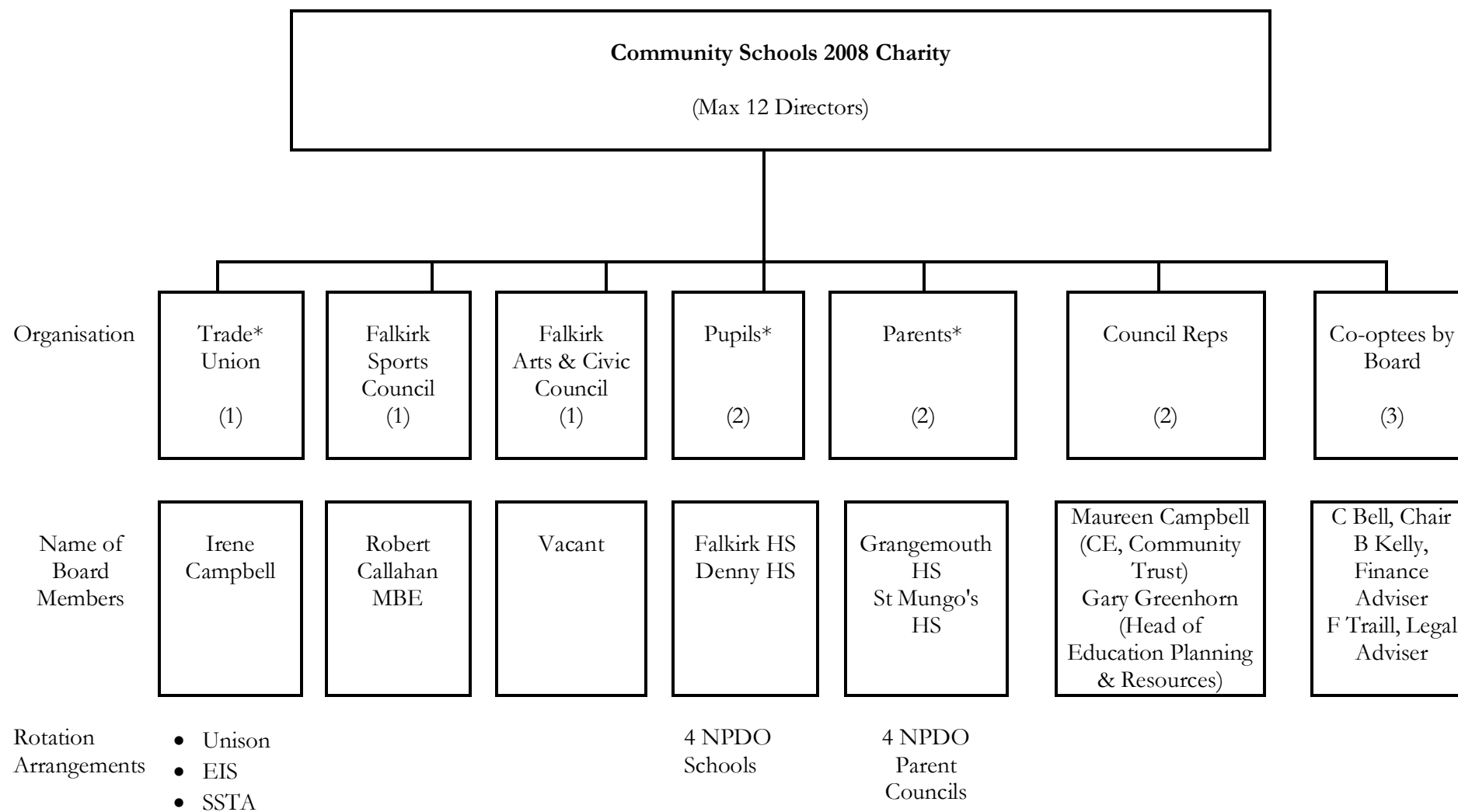
	Registered Office: Sealock House, 2 Inchyra Road, Grangemouth, FK3 9XB
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Director, Gary Greenhorn

Registered Office : 120 Bothwell Street, Glasgow, G2 7JL

## APPENDIX 2

### 2012/13 Board of Directors



**APPENDIX 3**

**SUMMARY OF GRANT AWARDS**

Operational Year 2012/13								
Ref	Date	Organisation/Group	Funding Req	Reason for Funding	Decision	Update	Grants Approved	Date Awarded
0019	02/10/2012	Bantaskine PS & Nursery Class	£250.00	Purchase of outdoor/waterproofs	Agreed to award £250	Funding released	£250.00	15/01/2013
0020	02/10/2012	Blackness Primary School	£500.00	Funding for outdoor classroom	Agreed to award £500	Funding released	£500.00	13/12/2012
0021	02/10/2012	Dunipace Primary School.	£476.00	Purchase Indoor/Outdoor Play equipment	Agreed to award £476	Funding released	£476.00	29/10/2012
0022	02/10/2012	Larbert High School	£500.00	Establish a Vegetable Garden	Agreed to award £500	Funding released	£500.00	15/01/2013
0023	26/10/2012	Stenhousemuir Boys Club	£500.00	Purchase a set of portable goals	Agreed to award £500	Funding released	£500.00	15/01/2013
0024	26/10/2012	Denny & District Tennis Club	£500.00	Tennis Equipment	Agreed to award £500	Funding released	£500.00	12/12/2012
0025	26/10/2012	Denny High School	£500.00	Purchase outdoor seat and a commemorative plaque	Agreed to award £500	Funding released	£500.00	15/01/2013
0026	25/01/2013	Grangemouth High School	£350.00	Visit from Author (Library)	Agreed to award £350	Funding released	£350.00	06/02/2013
0027	15/01/2013	Grangemouth High School	£500.00	Rock and Water Project	Refused - Award already granted to GHS this fin year	Refused	£0.00	Refused
0028	25/01/2013	Cyrenians	£500.00	Purchase of Garden Tools	Agreed to award £500	Funding released	£500.00	06/02/2013
0029	25/01/2013	St Patrick's PS	£500.00	Purchase of outdoor learning equip	Agreed to award £500	Funding released	£500.00	06/02/2013

Operational Year 2012/13								
Ref	Date	Organisation/Group	Funding Req	Reason for Funding	Decision	Update	Grants Approved	Date Awarded
0030	15/01/2013	Graeme High School	£500.00	Bike Academy	Agreed to award £500	Funding released	£500.00	06/02/2013
0031	15/01/2013	Easter Carmuir's PS	£500.00	Outdoor gardens	Agreed to award £500	Funding released	£500.00	06/02/2013
0032	15/01/2013	Antonine PS	£500.00	Purchase outdoor clothing	Agreed to award £500	Funding released	£500.00	06/02/2013
0033	21/03/2013	Slamannan PS	£500.00	Outdoor Play area	Agreed to award £500	Funding released	£500.00	02/04/2013
0034	21/03/2013	St Margaret's PS	£500.00	Reading Scheme	Requested £500	Refused	£0.00	Refused
0035	21/03/2013	Community Green Initiative	£500.00	Printing Costs towards Newsletter	Agreed to award £500	Funding released	£500.00	02/04/2013
0036	21/03/2013	Greenhill Historical	£500.00	Operating costs for Group	Agreed to award £500	Funding released	£500.00	02/04/2013
0037	21/03/2013	Comely Park PTA	£500.00	Playground equipment	Agreed to award £500	Funding released	£500.00	02/04/2013
0038	15/05/2013	Cando Group	£500.00	Purchase garden equipment	Agreed to award £500	Pending - Subject to quotes & account info	£500.00	
0039	15/05/2013	Graeme HS Parent Council	£500.00	Create and maintain outdoor social spaces	Agreed to award £500	Pending - Subject to quotes & account info	£500.00	
0040	15/05/2013	Hallglen PS	£500.00	Create garden area/paint murals	Agreed to award £500	Funding released	£500.00	01/07/2013
0041	15/05/2013	Kinneil PS Gymnastics Group	£500.00	Towards new vault & coaching fees	Agreed to award £500	Funding released	£500.00	01/07/2013
0042	14/06/2013	Camelon Community Project	£500.00	Activity Day - Gruffalo Day	Agreed to award £500	Funding released	£500.00	01/07/2013
0043	14/06/2013	Larbert High School	£1,500.00	Legacy Cycle Project	Requested £1500	Refused	£0.00	Refused
0044	14/06/2013	Classic Music Live, Falkirk	£500.00	Daniel Beard Project - Presentations	Agreed to award £500	Funding released	£500.00	01/07/2013
Operational Year 2012/13								
Ref	Date	Organisation/Group	Funding	Reason for Funding	Decision	Update	Grants	Date



			Req				Approved	Awarded
0045	24/06/2013	Active Schools, Falkirk	£500.00	Coaching qualifications	Requested £500	Refused	£0.00	Refused
0046	24/06/2013	Cumbræ Taekwondo	£500.00	Purchase gym equipment	Requested £500	Refused	£0.00	Refused
0047	24/06/2013	Falkirk Football Community Foundation	£500.00	Replace and renew equipment	Agreed to award £500	Funding released	£500.00	01/07/2013
0048	24/06/2013	Kinneil Youth Band	£500.00	Purchase of instruments	Agreed to award £500	Funding released	£500.00	01/07/2013
0049	24/06/2013	Toddletots	£500.00	Purchase musical instruments and resources	Agreed to award £500	Funding released	£500.00	01/07/2013
0050	25/06/2013	Bothkennar Parent Council	£500.00	Outdoor Play area	Agreed to award £500	Funding released	£500.00	01/07/2013
0051	14/05/2013	Bo'ness Playaway Playgroup	£500.00	Renewing and replacing the puzzles and arts and crafts	Agreed to award £500	Funding released	£500.00	01/07/2013
							<b>Grants Approved:</b> <b>Total    £13,576.00</b>	

**Financial Analysis of Operational Year (1.8.12 – 31.7.13):**

Financial Year 2012/13 - 1 August 2012 – 31 March 2013	= £ 6,076.00
Financial Year 2013/14 - 1 April 2013 – 31 July 2013 (Current Financial Year)	= £ 6,500.00
Sub Total	= £12,576.00

Awards approved but not yet paid	= £ 1,000.00
<b>Total</b>	<b>= £13,576.00</b>

**Number of Grants Received (33):**

Approved	26
Refused	5
Pending	<u>2</u>
	33

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Note

1. The operational year runs from 1.8.12 – 31.7.13 and covers the two financial year periods.
2. Awards Ref.33 to Ref.51 will be recorded on the Profit & Loss account for FY 2013/14