



COMMUNITY SCHOOLS 2008 CHARITY

**ANNUAL REPORT 2015/16
(1st August 2015 – 31 July 2016)**

Presented to: AGM, 4 October 2016

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Community Schools 2008 Charity is a company limited by guarantee, registered in Scotland (Company Number SC319676) having its registered office at Sealock House, 2 Inchyra Road, Grangemouth, FK3 9XB and is registered as a charity with the Office of the Scottish Charity Regulator (No SC038221).

1. BACKGROUND/LEGAL AND CONSTITUTIONAL STATUS

i. What is Falkirk Community Schools 2008 Charity?

The organisation was established as a **company limited by guarantee**. It is a registered charity (SC038221). As a company limited by guarantee it is a separate legal entity. The Company is run by a Board made up of individuals with relevant interests, skills and experience and collectively the Board establishes the strategic direction for the organisation, makes decisions for disbursement of funds and is responsible for seeking additional external grants.

ii. Aims and Objectives of Charity

The Community Schools 2008 Charity was established following the four (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. In addition the charity is able to apply for external funding to assist with projects in keeping with the charity's purpose and objectives.

The charity objectives are:

- To advance education within the catchment areas of all 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 people for whom the facilities are primarily intended.

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 the applications received and distribute grant awards to successful applicants.

iii. Liabilities Insured by Charity

Falkirk Community Schools 2008 Charity is established as a **company limited by guarantee**. This means it is a separate legal entity and can enter into contracts in its own name. Trustees are not therefore personally liable for any debts the organisation may have (other than in circumstances where the Trustee has acted fraudulently or is grossly negligent).

The Memorandum and Articles for the company permit the company to purchase indemnity insurance on behalf of the Directors.

2. PERIOD OF REPORT 2015/16

- i. This report covers the period from 1 August 2015 – 31 July 2016.

3. BOARD COMPOSITION AND APPOINTED DIRECTORS

i. Board Membership

The Board is made up of 12 Directors appointed as follows:

- 2 representatives from Falkirk Council,
 - 2 pupil representatives,
 - 2 parent representatives,
 - 3 Independent Directors,
 - 1 representative from Falkirk Sports Council,
 - 1 representative from Falkirk Arts and Civic Council, and
 - 1 representative from Trade Union.
- 12**

ii. Chair of the Board

The Directors elects a Chairperson on an annual basis. The Chairperson will act as the main contact point for the Board and will oversee all Board meetings. The chairperson for 2015/2016 was Christine Bell, one of the Independent Directors.

iii. Directors of the Board

For the period 1/8/15 – 31/7/16 the Directors of the Charity were:

- | | |
|----------------------------|---|
| Council Appointees | <ul style="list-style-type: none">• Maureen Campbell, Chief Executive, Community Trust• Gary Greenhorn, Head of Educational Planning and Resources |
| Pupil Representatives | <ul style="list-style-type: none">• Eilidh Shaw, Denny High School• Lana Kemp, Falkirk High School |
| Parent Representatives | <ul style="list-style-type: none">• Mary Henretty, St Mungo's High School |
| Independent Directors | <ul style="list-style-type: none">• Christine Bell, Chair• Bill Kelly, Treasurer• Fiona Trail, Legal Secretary |
| Falkirk Sports Council | <ul style="list-style-type: none">• Robert Callahan |
| Arts and Civic Council | <ul style="list-style-type: none">• Agnes Mullen |
| Trade Union Representative | <ul style="list-style-type: none">• Irene Campbell, (EIS) |

iv. Reappointment of Directors

The Board agreed at its AGM on 11 September 2012 that it would be more practical and beneficial to extend the tenure of appointment of Pupil Directors and Parent Directors to 2 years.

Accordingly, the Board approved an amendment of the charity board's Memorandum and Articles of Association to reflect this.

4. ATTENDANCE AT BOARD MEETINGS

i. Number of Meetings

The Articles of Association for the new company provide that the Board shall meet a minimum of **four** times in each calendar year. The meetings held in 15/16 were:

- 20 October 2015 (Board Meeting & AGM)
- 11 January 2016
- 21 March 2016
- 13 June 2016

ii. Attendance at Meetings

During the period 1 August 2015 – 31 July 2016 there were four Board Meetings detailed above at (4.ii) and the Annual General Meeting held on 20 October 2015.

Attendance at meetings by Directors was as follows:

NAME OF REPRESENTATIVE	ORGANISATION REPRESENTED	NUMBER OF MEETINGS ATTENDED
Robert Callahan MBE	Falkirk Sports Council	2
Agnes Mullen	Falkirk Arts & Civic Council	2
Mary Henretty	Parent Council - SMHS	4
Christine Bell	Independent Director	3
Maureen Campbell	Community Trust	3
Gary Greenhorn	Children's Services	3
William Kelly	Independent Director	4
Fiona Traill	Independent Director	3
Eilidh Shaw	Pupil Council - DHS	0
Lana Kemp	Pupil Council - FHS	1
Irene Campbell	EIS	2

5. PAYMENTS TO DIRECTORS

i. Payment of Directors

Membership of the Board is on a **voluntary basis** and that Board members will not therefore receive payment for acting in their capacity as Directors. A Director will not be allowed to make any profit as a result of his position as a Director nor will a Director be allowed to enter into any contract with the Trust to provide services to the Trust for profit.

Directors are, however, entitled to reimbursement of **out of pocket expenses** for example, traveling expenses to attending meetings.

Payments made to Directors for operational period (1.8.15 – 31.7.16) = **£Nil**

6. SUBMISSION OF ANNUAL STATUTORY RETURNS

i. Charitable Status

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

ii. Submission of Annual Returns for Period 1.4.15 – 31.3.16

As required by Companies Act and charity regulations the charity's annual return, annual accounts, trustees' report and Corporation Tax Returns for the period need to be completed and lodged by:-

(i)	<u>Companies House</u>	<u>Due to be lodged by:</u>
	• Annual Return	31.12.16
	• Annual Accounts	31.12.16
	• Trustees' Report	31.12.16
(ii)	<u>OSCR</u>	
	• Annual Return	31.12.16
	• Annual Accounts	31.12.16
	• Trustees' Report	31.12.16
(iii)	<u>HM Revenue & Customs (HMRC)</u>	
	• Corporation Tax Return	31.12.16

Note: All returned relating to 2014/15 were submitted/lodged on time.

7. SUMMARY OF 2015/16 OPERATIONS

i. Update

The Charity Board has had another good and successful year in further developing operational processes and administering and distributing grant awards in accordance with Charity Board requirements.

During this year the Board have been continuing to develop the grant award scheme, the maximum award is £1,000. It was agreed to defer the “challenge fund” this year (the grants to encourage local community groups and organisations to submit bids for larger innovative projects that benefit the local community), given there were a number of outstanding challenge fund projects which had still to be completed. Over the course of the year these have now been completed and all grant instalments have now been paid.

Outstanding Challenge Fund Grants (Paid in 2015/16):

- Wallacestone Parents Association – (Installation of MUGA) – Amount awarded £10,000 – paid.
- Victoria Harriers – (Cross Country Events) – Amount awarded £5,000 to be paid in 2 instalments – 2nd payment paid.

Falkirk Sports Council and Falkirk Arts & Civic Council

The Board also deferred awarding £10,000 to both Falkirk Sports Council and Falkirk Arts & Civic Council to enable them to:-

- distribute grants to individual talented artists or athletes and provide coaching,

This decision was taken to enable the grants to be fully spent and financial reports to be submitted to be the Board for scrutiny.

The financial reports from Falkirk Council Sports Council was submitted to the Board in June 2016 and an award to Falkirk Sports Council was approved but due to timing of the submissions this application will fall into the next financial year.

Grahamston Youth Trust

During the year discussions also took place with Grahamston Youth Trust (GYT) who were a charity that ceased operation but who had funds still remaining in their bank account. GYT asked the Board to consider taking over responsibility for these funds and distribute to local groups in accordance with our own procedures and rules.

Following examination of accounts and other scrutiny and compliance checks. The Board agreed to this request and funding amounting £ 85,762.43 was transferred to the Charity Board on 12 May 2016 and will appear in the financial accounts next year.

ii. Grant Applications

During the year, from the period (1/8/15 – 31/7/16) a total of 33 applications were received. Their status is as follows:-

Nos.	Decision
26	Grants were approved and funding has been released
1	Application remains pending
<u>6</u>	Applications refused (fell out with the remit of the Board).
<u>33</u>	Total

In total **£24,328.39** was awarded during 2015/16:-

- **£23,337.89** has been released for this period to date; and
- **£990.50** is pending (awaiting further information).

iii. Falkirk Schools Gateway Limited Board Meetings

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. The co-opted Directors provide the Charity Board with regular updates of the meetings.

iv. Bank Accounts

The Charity Board has an account with the Clydesdale Bank and all funds received from (FSGL) are lodged in to the Charity Board account.

The Account can be accessed via secure on-line banking arrangements.

The following Charity Board Directors are authorised signatories:

- Bill Kelly, Treasurer
- Maureen Campbell, Director
- Gary Greenhorn, Director

v. Attendance at Board Meetings

The Board are always keen and remain committed to look at ways to stimulate and encourage attendance and participation from both parent and pupil council members.

vi Reporting on Annual Performance to Council

A paper was taken to the Council's Education Executive on 17 February 2016 to update them on the 2014/15 performance and financial position.

8. FINANCIAL INFORMATION

i. Annual Accounts 2015/16 – (1.4.15 - 31.3.16)

The Accounts for the Financial Year End 31 March 2016 are shown at [Appendix 1](#).

These Accounts are exempt from audit under Section 477 of the Companies Act 2006 relating to small companies.

ii. Grants Approved

To date the Charity Board has issued **£152,735** in grants to various schools, voluntary and community groups across the Falkirk Council area to assist with a wide variety of projects and initiatives.

A year by year analysis of these grants awarded is as follows:-

<u>Grant Approved</u>		<u>Financial Year – Award's Paid</u>		<u>Awards Pending</u>
2010/11	£3,500	2010/11	£2,000	£1,500
2011/12	£400	2011/12	£400	£0
2012/13	£6,839	2012/13	£6,339	£500
2013/14	£53,952	2013/14	£46,452	£7,500
2014/15	£75,206	2014/15	£74,206	£1,000
2015/16	£24,328	2015/16	£23,338	£990
Total	£164,225	Total Paid	£152,735	£11,490
		Total Awards, Pending & Paid	£164,225	

Analysis of Year by Year Awards Granted, Paid and Pending

Financial Year	No of Grants Awarded	No of Grants Paid	No of Grants Pending
2010/11	7	4	3
2011/12	1	1	0
2012/13	12	11	1
2013/14	46	44	2
2014/15	31	30	1
2015/16	27	26	1
Total	124	116	8

A summary of the grant awards made during the current financial year is shown at [Appendix 2](#).

iii. Income Received

The Charity has received **£236,539** from the main NPDO Schools Project Company (FSGI) since 2008/09.

Financial Year	Donation Received	Interest Received	Total Income
2008/09	£ 5,397	£0	£ 5,397
2009/10	£10,409	£18	£10,427
2010/11	£10,601	£86	£10,687
2011/12	£11,388	£133	£11,521
2012/13	£11,812	£174	£11,986
2013/14	£62,001	£39	£62,040
2014/15	£62,353	£0	£62,353
2015/16	£62,578	£0	£62,578
Total	£236,539	£450	£236,989

In addition to the donations received detailed above interest of £450 has also been received bringing the total income received to date to **£236,989**.

COMMUNITY SCHOOLS 2008 CHARITY

Registered in Scotland, No SC319676
INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2016

2014/15	INCOME/EXPENDITURE	2015/16
£		£
	INCOME	
62,353	Donations	62,578
<u>0</u>	Interest	<u>0</u>
62,353		62,578
	EXPENDITURE	
61,206	Grant Awards - Paid	35,828
<u>355</u>	Insurance, Publicity & Legal Fees	<u>350</u>
61,561		36,178
	RESERVES	
48,362	Opening (Balance at Bank) at 1/4/15	49,154
792	Operating Surplus/(Deficit) for year	26,399
<u>49,154</u>	Year-end balance at Bank as at 31/3/16	<u>75,533</u>
	BALANCE	
	CURRENT ASSETS	
<u>49,154</u>	Reserves (held at Bank) at 31/3/16	<u>75,533</u>
	RESERVES	
23,500	Committed funds – (Grant Awards Pending)	8,500
25,654	Uncommitted Funds – (General Reserves)	67,033
<u>49,154</u>		<u>75,533</u>

Notes:

- For the year ending 31 March 2016, 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

Financial Year 2015/16 - (1 April 2015 - 31 March 2016)

Appendix 2

Ref	Organisation/Group	Reason for Funding	Amount £ requested	Decision	Grants Approved to Date	Paid Financial Year 15/16	Unpaid to date
128	CLD - Tamfourhill Youth Clubs	New equipment for Youth Club	£1,000.00	Agreed	£1,000.00	£1,000.00	£0.00
129	Slamannan Community Centre	New equipment for various groups using Community Centre	£900.00	Agreed	£900.00	£900.00	£0.00
130	Larbert Village Primary School	Revamp Garden green space for outdoor learning	£1,000.00	Agreed	£1,000.00	£1,000.00	£0.00
131	Falkirk Camera Club	Production of a Photographers guide to the area	£900.00	Refused	£0.00	£0.00	£0.00
132	Falkirk Halloween Festival	Production of publicity materials - programme/guide	£820.00	Refused	£0.00	£0.00	£0.00
133	Project Theatre	Costs towards dance group - show and equipment	£1,000.00	Refused	£0.00	£0.00	£0.00
134	Whitecross PS	Swimming Lessons	£1,000.00	Agreed	£1,000.00	£1,000.00	£0.00
135	Falkirk Company of Archers	Purchase of Archery equipment	£990.50	Agreed	£990.50	£990.50	£0.00
136	Carpe Diem Dance / Falkirk Youth Dance Company	Purchase of costumes/t shirts and dance master classes	£1,000.00	Agreed	£640.00	£640.00	£0.00
137	Denny Community Support Group	Purchase of Sensory equipment and Arts and Crafts Equipment	£850.71	Agreed	£850.71	£850.71	£0.00
138	Falkirk Fury Basketball Club	Equipment to deliver the Junp2it health initiative programme to primary schools age groups	£1,000.00	Agreed	£1,000.00	£1,000.00	£0.00
139	Laurieston Tennis Club	Tennis equipment	£985.00	Agreed	£985.00	£985.00	£0.00
140	Base Muay Thai Gym	Muay Thai Boxing equipment for Youths	£1,000.00	Agreed	£1,000.00	£1,000.00	£0.00
141	Falkirk Junior Gaelic Choir	PA/Sound equipment	£1,000.00	Agreed	£1,000.00	£1,000.00	£0.00
142	St Joseph's After School Dance Club	Costs towards dance tutor from NRG Dance	£480.00	Agreed	£480.00	£480.00	£0.00
143	Odenwald Association	Costs towards 40th Anniversary Programme	£612.00	Refused	£0.00	£0.00	£0.00
144	Denny High School	Television of Revo connection to showcase PE Pupils work	£702.18	Agreed	£702.18	£702.18	£0.00
145	Braes Youth Theatre	Costs towards purchase of star curtain	£1,000.00	Agreed	£1,000.00	£1,000.00	£0.00

Ref	Organisation/Group	Reason for Funding	Amount £ requested	Decision	Grants Approved to Date	Paid Financial Year 15/16	Unpaid to date
146	Rise c/o Larbert Pentecostal Church	Towards purchase of electronic keyboard	£1,000.00	Agreed	£1,000.00	£1,000.00	£0.00
147	River Forth Fisheries Trust	Costs towards purchase of two Interpretation Boards	£1,000.00	Agreed	£1,000.00	£1,000.00	£0.00
148	Larbert High School	Costs towards Counsellor in School	£1,000.00	Refused	£0.00	£0.00	£0.00
149	Falkirk High School	Costs towards Model D Concept 2 Rowing Machine	£1,000.00	Agreed	£1,000.00	£1,000.00	£0.00
150	Edinburgh International Book Festival	Events in Falkirk for the Book Festival	£1,000.00	Agreed	£1,000.00	£1,000.00	£0.00
151	Tryst Community Sports Club	Holiday camp project	£1,000.00	Agreed	£1,000.00	£1,000.00	£0.00
152	Bo'ness Public Garden Group	Development of Garden	£1,000.00	Agreed	£1,000.00	£1,000.00	£0.00
153	NYCoS Falkirk Area Choir	Costs towards Falkirk Area Choir concert	£1,000.00	Agreed	£1,000.00	£1,000.00	£0.00
154	Stenhousemuir FC CIC (Warriors in the Community)	Costs towards football training equipment	£1,000.00	Agreed	£1,000.00	£1,000.00	£0.00
155	St Andrew's PS	Lining of MUGA pitch area	£1,000.00	Agreed	£1,000.00	£1,000.00	£0.00
156	St Francis Xavier's Tots and Toddlers	Replacement of Nursery toys	£500.00	Agreed	£500.00	£500.00	£0.00
157	Shieldhill PS	Basket balls stands and strips	£1,000.00	Agreed	£1,000.00	£1,000.00	£0.00
158	Denny Primary School Nursery Class	Develop outdoor learning space	£1,000.00	Agreed	£1,000.00	£0.00	£1,000.00
159	St Mary's Parent Council	Run free breakfast club for the pupils	£785.00	Refused	£0.00	£0.00	£0.00
160	Carrongrange School	Interdisciplinary Learning Project on Building Construction	£280.00	Agreed	£280.00	£280.00	£0.00
					£24,328.39	£23,328.39	£1,000.00
Challenge Funds awards paid in 2015/16 - awarded and approved in 2014/15 (Detailed in Section 7(i) above).						£12,500.00	
Total grants paid out in Financial Year 2015/16.						£35,828.89	

Reserves – Committed Funds

Pending Awards from 2013/14 & 2014/15 (£7,500 from 2013/14 if unclaimed will return to funds next financial year).

£8,500.00

*Note: 2013/14 – Cando Group = £7,500 - Which will be returned to general funds.

2014/15 – St Patrick PS = £1,000