

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

**(A company limited by guarantee and
not having a share capital)**

REPORT AND FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
31 MARCH 2012**

Company Number 3407765
Charity Number 1063645



CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
(A company limited by guarantee and not having a share capital)

YEAR ENDED 31 MARCH 2012

CONTENTS	Page
Reference and administration information	1
Board of Management report	2 – 5
Independent Auditors' report	6 - 7
Statement of financial activities	8
Balance sheet	9
Notes to the financial statements	10 - 12

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
(A company limited by guarantee and not having a share capital)

REFERENCE AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 MARCH 2012

CHARITY NUMBER 1063645

COMPANY NUMBER 3407765

REGISTERED OFFICE: Catholic Independent Schools Conference
Keepers Barn,
Lenborough,
Buckingham,
MK18 4BS

BOARD OF MANAGEMENT: Joseph Peake (Chairman)
Michael Barber (resigned 09 September 2011)
Stephanie Bell
Christopher Cleugh
Michael Connolly (appointed 17 August 2012)
Clive Dytor
Rev Gabriel Eventt
Sarah Gallagher (appointed 17 August 2012)
Katherine Jeffery (resigned 16 September 2011)
Christopher Lumb (resigned 16 August 2012)
Laurence McKell
Antonia Beary (appointed 28 November 2011)
Lynne Renwick (resigned 16 August 2012)
Patrick Wilson (appointed 20 September 2011)

GENERAL SECRETARY: John Shinkwin

AUDITORS: Kingston Smith LLP
Devonshire House
60 Goswell Road
London
EC1M 7AD

SOLICITORS Stone King
13 Queen Street
Bath
BA1 2HJ

BANKERS Allied Irish Bank
Mayfair Branch
10 Berkeley Square
Mayfair
London
W1J 6AA

HSBC
55 Corporation St
Coventry
West Midlands
CV1 1GX

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
(A company limited by guarantee and not having a share capital)

BOARD OF MANAGEMENT REPORT

YEAR ENDED 31 MARCH 2012

The Board of Management, who are also directors, present their annual report together with the financial statements for the year ended 31 March 2012

STRUCTURE, GOVERNANCE AND MANAGEMENT

Catholic Independent Schools Conference (CISC) was incorporated in 1997 as a company limited by guarantee (company number 3407765) and is also a registered charity (charity number 1063645) The governing document of the charity is the Memorandum and articles of Association

CISC is administered by the Board of Management, whose members are its directors and trustees for the purposes of Company and Charity Law respectively The names of the members of the Board of Management are shown on page 1

The Board of Management is elected by the membership Candidates must be full members Board members serve for a period of six years The Board of Management elects the chairman of the board for a period of four years Joseph Peake was elected Chairman on 1 March 2009 and the committee have invited him to serve until January 2014

When new trustees are appointed, they are given copies of the Memorandum and Articles of Association and the latest accounts, together with details of the operation of the charity Trustees are all serving Heads and are responsible to their school governing bodies As such they keep themselves informed of current issues relevant to charities as well as through discussion at Board meetings

Day to day operations are managed by the General Secretary's office

RISK ASSESSMENT

The trustees continue to monitor the risks faced by the charity and take any appropriate actions to mitigate those risks

OBJECTIVES AND ACTIVITIES

The objects of CISC are to promote education in Catholic independent schools – this is done by organising conferences, study days and retreats for the heads, governors and staff of these schools and meetings of groups of members, creating the opportunity to meet to discuss, analyse and consider common concerns and to disseminate the outcome of such meetings Support is also given from the office, visits to schools by the General Secretary and by a mentoring scheme for new heads

ACHIEVEMENTS AND PERFORMANCE

This has been a very successful year - the conference was inspirational, there were well-supported and influential study days and a wider range of activities, the feedback from these was excellent A theme of the year has been collaboration with and building relationships with the maintained sector which has included organising a joint National Retreat for Heads and participation of students and staff from our schools in the Flame Congress at Wembley Arena

Schools have been well supported in headship appointments and lobbying government on matters affecting our schools continues Interfacing with the media on matters related to Catholic independent schools is a growing area A greater level of support for individual schools has been either given by the General Secretary's office or co-ordinated using expertise of member schools More schools have joined CISC taking membership to within six

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
(A company limited by guarantee and not having a share capital)

BOARD OF MANAGEMENT REPORT

YEAR ENDED 31 MARCH 2012

schools of the potential number CISC is enriched by having within its membership a number of non-maintained Catholic Special Schools whose Heads have two meetings per year

There was an inspirational annual conference "Saints in our Time" at the Oxford Belfry Hotel in January 2012 with another high attendance. Speakers included Fr Timothy Radcliffe OP, Fr Adrian Porter SJ and Monsignor John Armitage. The "What is Catholic Education?" study day led by Fr Christopher Jamison OSB at The Oratory School attracted around 100 delegates and has resulted in schools evaluating their schemes of work across the curriculum and how they contribute to the Catholic ethos of the schools. Another memorable study day was "Anam Cara" for RE teachers at Mount St Mary's led by Frank and Sue McDermott explored how the spiritual curriculum could be deepened. It is good that the study days for Directors of Music and Chaplains and the Christmas card competition are developing into regular events.

CISC supports the recruitment of young teachers into our schools and was represented at the Graduate Recruitment Fairs held at St Mary's University College, Twickenham, and a similar event at Liverpool Hope University.

The committee have worked effectively throughout the year. Patrick Wilson (Salesian College) and Antonia Beary (St Leonards - Mayfield) have come in to replace Michael Barber (St Bede's College) and Katherine Jeffrey (New Hall School) who both gave valuable service to CISC during their terms of office.

Four editions of CISC News were produced for all full and associate members and sent to individuals and organisations connected to CISC - the aim is celebrate and inspire others and to highlight notable activities and achievements within CISC and its schools. Most articles plus others were also published in *Networking*, giving CISC and its schools a wider profile.

THE FUTURE

An exciting programme of events and activities are being planned for the next year including days on "Marketing a Catholic School", "Pastoral Leadership" and a Study Day for Heads and Governors. With the geographical spread of Catholic independent schools, it is not easy for more distant schools to attend study days - in collaboration with the Jesuit Institute, a greater range of opportunities will be offered around the country bringing valuable training closer to more schools. Co-ordinating CISC activities with those of groups of schools within CISC will give a more coherent offering to staff in our schools.

With the many pressures on Heads and recognising the spiritual leadership they need to give in their schools, supporting them spiritually is an important need. This is a fruitful area of collaboration with the maintained sector and a National Retreat for Catholic Heads led by Fr Denis McBride has been organised. The retreat includes a practical session on spiritual direction led by Fr Gerry Hughes SJ.

A new website is being created which will both promote CISC schools to the general public and provide a means of communication and sharing between member heads and their colleagues, increasing collaboration and thus benefiting pupils.

Recruitment of Heads who understand and will enhance the Catholic ethos and distinctive charisms of our schools is becoming an increasing challenge. The study day for aspiring heads last year was one step towards addressing this. Looking further into the future, we are wanting to attract highly talented senior students in our schools to consider a career in teaching in which they might rise to a leadership role. In order to raise awareness of this possibility, a work experience scheme is being offered which will give these young people insight into leadership of a Catholic school.

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
(A company limited by guarantee and not having a share capital)

BOARD OF MANAGEMENT REPORT

YEAR ENDED 31 MARCH 2012

FINANCIAL REVIEW

With the development of activity and associated increase in costs, expenditure would have exceeded income had there not been an extremely successful conference and the Bursary at Princethorpe College managing CISC finances without charge - we are enormously grateful to Princethorpe. It is appropriate that these services will be given on a paid basis in the future and a figure has been agreed. Setting up and servicing a new website will create additional costs. With these additional costs, there will be a deficit in the next few years so subscriptions will need to rise by more than inflation in order to bring income and expenditure into balance. Given the healthy reserves, these deficit budgets can be afforded so the pace of this transition can be gradual.

RESERVES POLICY

The trustees continually monitor the free reserves of the charity. At 31 March 2012 free reserves totalled £149,295, which are defined as unrestricted funds less fixed assets (2011 £140,838). The trustees consider that reserves of between six and twelve months expenditure are required to ensure that the charity is able to meet its long term charitable objectives. As the total expenditure for the year under review was £160k, the trustees are therefore satisfied that the level of free reserves at 31 March 2012 is sufficient.

PUBLIC BENEFIT

We have referred to the Charity Commission's guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Board of Management have considered how planned activities will contribute to the aims and objectives they have set.

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
(A company limited by guarantee and not having a share capital)

BOARD OF MANAGEMENT REPORT

YEAR ENDED 31 MARCH 2012

STATEMENT OF BOARD OF MANAGEMENT RESPONSIBILITIES

The Board of Management (who are also directors of Catholic Independent Schools' Conference for the purposes of company law) are responsible for preparing the Board of Management's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law required the Board of Management to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the Board of Management are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable UK 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 charitable company will continue in business

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

In so far as the Board of Management are aware

- there is no relevant audit information of which the charity's auditor is unaware, and
- the Board of Management have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

AUDITORS


Kingston Smith LLP have been appointed as auditors to the company and a resolution to re-appoint them will be proposed at the AGM

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

On behalf of the Board

Joseph Peake
Chairman


14/12/2012

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
(A company limited by guarantee and not having a share capital)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

We have audited the financial statements of the Catholic Independent Schools' Conference for the year ended 31 March 2012 which comprise of the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to any party other than the charitable company and charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition we read all the financial and non-financial information in the Board of Management report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
(A company limited by guarantee and not having a share capital)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

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

Neil Finlayson

Neil Finlayson (Senior Statutory Auditor)
for and on behalf of Kingston Smith LLP, Statutory Auditor

Devonshire House
60 Goswell Road
London
EC1M 7AD

18/12/2012

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
(A company limited by guarantee and not having a share capital)

STATEMENT OF FINANCIAL ACTIVITIES (including income and expenditure account)

YEAR ENDED 31 MARCH 2012

Income and Expenditure	Note	2012 £	2011 £
INCOMING RESOURCES			
Subscriptions		75,683	73,086
Sponsorship		13,800	13,200
Conference Income		61,960	52,066
Flame congress		6,566	-
Bank Interest		2,073	2,604
Study Days		3,265	5,900
Other Income		2,552	613
		<hr/>	<hr/>
Total Incoming Resources		165,899	147,469
RESOURCES EXPENDED			
Costs of activities in furtherance of the charity's objects, Charitable Activities	2	146,502	126,512
Governance costs		10,880	14,790
		<hr/>	<hr/>
Total Resources Expended		157,382	141,302
Net movement on funds		8,517	6,167
Total Funds Brought Forward		141,305	135,138
		<hr/>	<hr/>
Total Funds Carried Forward		149,822	141,305

The Statement of Financial Activities includes all gains and losses recognised in the year

All incoming resources and resources expended derive from continuing activities

The notes on pages 8 to 10 form an integral part of these accounts

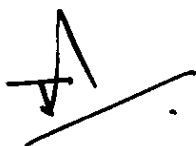
CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
(A company limited by guarantee and not having a share capital)

BALANCE SHEET

AS AT 31 MARCH 2012

	Note	2012 £	2012 £	2011 £	2011 £
Fixed Assets					
Tangible fixed assets	5		527		467
Current Assets					
Debtors	6	5,938		3,713	
Short Term Deposits		150,000		90,339	
Cash at bank and in hand		<u>133,522</u>		<u>180,960</u>	
		289,460		275,012	
Creditors. Amounts falling due within one year	7	<u>(140,165)</u>		<u>(134,174)</u>	
Net Current Assets			<u>149,295</u>		<u>140,838</u>
Total Net Assets			<u>149,822</u>		<u>141,305</u>
Funds					
Unrestricted Funds	8		<u>149,822</u>		<u>141,305</u>

Approved by the Board of Trustees on 14/12/2012
and signed on their behalf by



Company number 3407765

The notes on pages 8 to 10 form an integral part of these accounts

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
(A company limited by guarantee and not having a share capital)

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2012

1 Accounting Policies

The following policies have been used consistently in the preparation of the charity's financial statements

Basis of Preparation of the Financial Statements

These financial statements have been prepared under the historical cost convention and on the going concern basis which assumes the company will continue in operational existence for the foreseeable future. These accounts have been prepared in accordance with applicable accounting standards, the Companies Act 1985 and in compliance with Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005). Amendments have been made to the financial statements where necessary.

Incoming Resources

Incoming Resources represent the total income receivable during the year comprising subscriptions, sponsorship and conference income. Subscriptions are accounted for in the year to which they relate.

Resources Expended

Expenditure is charged to the income and expenditure account on the accruals basis. Management and administration consist of direct costs together with an allocation of indirect costs incurred in the management of the charity's assets, organisational administration and compliance with constitutional and statutory requirements.

Depreciation of Tangible Assets

Depreciation is provided at rates calculated to write off each asset over its estimated remaining life on a straight line basis at the following annual rates:

Office equipment and furniture 33 1/3% straight line

Fund Accounting

Funds held by the charity are:

Unrestricted funds - These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

2 Analysis of Total Resources Expended

	Staff £	Other £	2012 Total £
Charitable Activities	75,150	71,352	146,502
Governance costs	6,703	4,177	10,880
	<u>81,853</u>	<u>75,529</u>	<u>157,382</u>

Other costs are split as follows:

	2012 £	2011 £
Conference accommodation & catering	43,113	43,137
Flame Congress	7,666	-
Use of premises	650	600
Professional Fees	6,501	2,758
Printing, postage, stationery and advertising	3,561	2,794
Travelling and subsistence	6,465	3,439
Computer and office equipment	2,813	260
Telephone	766	735
Depreciation	731	466
Insurance	2,651	2,968
Networking	4,635	4,585
Study days	1,253	4,364
Release of provision	- 6,266	-
Other	990	403
	<u>75,529</u>	<u>66,509</u>

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
(A company limited by guarantee and not having a share capital)

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2012

3 Staff Costs	2012 £	2011 £
a. Wages and Salaries	72,465	60,395
Social Security Costs	9,388	8,132
	<u>81,853</u>	<u>68,527</u>

The average number of employees for 2012 is 1.5 (2010: 1)

No employee received remuneration exceeding £60,000 in 2012 or 2011

b Trustees' remuneration and reimbursed expenses

The trustees' received no remuneration but were reimbursed expenses totalling £4,176 during the year (2011: £594)

4 Net Incoming Resources for the year	2012 £	2011 £
This is stated after charging		
Auditors' remuneration	4,200	2,580
Auditors' remuneration - prior year under accrual	2,305	-
Depreciation	731	466
	<u>7,236</u>	<u>3,046</u>

5 Fixed Assets

Cost	Office Equipment
Brought forward at 1st April 2011	7,965
Additions	791
Carried forward at 31st March 2012	<u>8,756</u>
Depreciation	
Brought forward at 1st April 2011	7,498
Charge for the year	731
Carried forward at 31st March 2012	<u>8,229</u>
Net Book Value	
At 31st March 2012	<u>527</u>
At 31st March 2011	<u>467</u>

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
(A company limited by guarantee and not having a share capital)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 31 MARCH 2012

6 Debtors	2012 £	2011 £
Other debtors	4,766	1,648
Prepayments	1,172	2,065
	<u>5,938</u>	<u>3,713</u>
7 Creditors	2012 £	2011 £
Subscriptions in advance	21,249	18,461
Accruals and other creditors	115,734	115,713
Taxation and Social Security	3,182	-
	<u>140,165</u>	<u>134,174</u>
8 Reserves	2012 £	2011 £
Reserves brought forward	141,305	135,138
Surplus for the year	8,517	6,167
Reserves carried forward	<u>149,822</u>	<u>141,305</u>

The net current assets are entirely attributable to unrestricted funds

9 Taxation

As a registered charity, the activities are exempt from tax

10 Company Status

The charity is a registered company limited by guarantee. The members liability is limited in the event of the company being wound up to a contribution of £1 towards the assets of the company. Members comprise the Board of Management.