

**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 2014**

Company Number: 3407765  
Charity Number: 1063645

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

**YEAR ENDED 31 MARCH 2014**

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## CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

### CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

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

#### REFERENCE AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 MARCH 2014

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**CHARITY NUMBER:** 1063645

**COMPANY NUMBER:** 3407765

**REGISTERED OFFICE:** Catholic Independent Schools Conference  
11 Osler Close,  
Bramley,  
Tadley,  
Hampshire,  
RG26 5QG

**BOARD OF MANAGEMENT:** Joseph Peake (Chairman up to 17 January 2014 then stood down from Board -as term completed) (resigned 5 June 2014)  
Christopher Cleugh (Vice Chair up to 17 January 2014 then Chairman from 18 January 2014)  
Antonia Beary (Vice Chair from 18 January 2014)  
Stephanie Bell (resigned 17 August 2013)  
Michael Connolly (Treasurer)  
Clive Dytor  
Rev Gabriel Everitt (Resigned 5 June 2014)  
Sarah Gallagher  
Antony Hudson (from 18 January 2014)  
Michael Kennedy (from 18 January 2014)  
Laurence McKell (resigned 2 July 2014)  
Patrick Wilson (resigned 5 June 2014)  
Sarah Conrad (from 6 May 2014)  
Gareth Lloyd (from 2 July 2014)  
Stephen Oliver (from 6 May 2014)

**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

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**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**

### **CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE**

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

### **BOARD OF MANAGEMENT REPORT**

**YEAR ENDED 31 MARCH 2014**

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The Board of Management, who are also directors, present their annual report together with the financial statements for the year ended 31 March 2014.

### **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 Christopher Cleugh took over as Chairman.

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 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, and visits to schools by the Secretariat and by a mentoring scheme for new heads. Increasingly we are getting involved with creative collaborations with the Catholic maintained sector and other Christian denominations.

### **ACHIEVEMENTS AND PERFORMANCE**

This has been a year of significant development – the conference was inspirational, the programme of other activities including study days continues apace. Collaboration with the Catholic maintained sector is an important feature of our work – we played a full role in the organising of another National Retreat for Catholic Heads in June 2013 which is becoming established as an annual event and are very involved with the organising of the third national retreat in June 2014.

The new website presents our schools attractively and offers the media a source of stories on the outstanding work going on in our Catholic independent schools. A CISC flyer "Why Catholic Schools?"

## CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

has been produced. This has been very warmly received by Heads and the 15,000 copies were taken at the conference. This condenses the essence of a Catholic school into a limited number of words and images, which schools are using with prospective and current parents, new and existing staff and some on their website. Letters are sent to newspapers as appropriate.

We continue to work collaboratively with the Catholic Education Service and have had meetings with the new leadership. We greatly appreciate the alertness with which they respond to Government consultations which impact on Catholic education.

A greater level of support for individual schools in a variety of ways has been given either by secretariat themselves or co-ordinated using expertise of member schools, especially in supporting governors with headship appointments.

More schools have joined CISC taking membership to within five schools of the potential number in the UK (97%) and we have started to have Catholic independent schools in the Republic of Ireland in membership.

The conference "Let us begin this journey...of fraternity, of trust between us", caught the spirit of Pope Francis and explored, and indeed at times demonstrated, what Catholic schools are being called to do. We are aiming to develop the study day programme so that key groups like Heads of RS and Chaplains come together regularly; the Directors of Music model this - they had another very successful day at St Edmund's College in September 2013. There was a very thought-provoking day for Heads and Governors at St George's Weybridge which attracted around 100 delegates. As in all of these days, it is the bringing together and sharing ideas of those performing similar roles in our schools that is so helpful. The CISC Christmas Card Competition attracted its strongest entry to date highlighting outstanding artistic talent in CISC schools.

There were good meetings of a group of non-maintained and independent Catholic Special Schools Heads - with the background of cuts to funding in Local Authorities, this is a challenging time for them. CES are being proactive in espousing their cause - the schools do fantastic work for the most vulnerable and challenging young people in our country - all they want is a level playing field.

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

We welcomed Antony Hudson (St George's College Junior School) and Michael Kennedy (St Mary's College, Crosby) to the committee. They have come in to replace Stephanie Bell and Joe Peake both of whom have given valuable service to CISC, especially Joe whom has led CISC with great distinction over the last five years.

In addition to a regular stream of news articles on the website, termly editions of CISC News were produced for all full and associate members and sent to individuals and organisations connected to CISC - the aim is to celebrate and inspire readers and to highlight notable activities and achievements within CISC and its schools. Most articles were also published in Networking, giving CISC and its schools a wider profile.

### THE FUTURE

It has become clear that there is a need to be proactive in developing middle and senior leaders in our schools so that more are encouraged and better prepared for leadership of a Catholic school; we judge that this should be a major area of work for CISC in the future. Initially a day for Aspiring Leaders of Catholic Schools will be put on in 2015 but it is intended to develop a programme which will support and encourage potential leaders.

We seek to extend the range of study days. It is important that RE teaching in our schools is dynamic and challenging. - a day for RE teachers has been planned, "Academic Rigour in Religious Education" led by Peter Vardy at Marymount International School, Kingston-upon-Thames. Art is a key aspect of the education of our young people - a Study Day for those with responsibility for Art and History of Art at St Leonards-Mayfield, will hopefully inspire attendees with new ideas to take back to their

## **CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE**

schools. Our collaboration with the Jesuit Institute offers a greater range of opportunities around the country bringing valuable training closer to more schools.

With the many pressures on Heads and the spiritual leadership they are expected to provide in their schools, which play a more important role than ever in the formation of young people, supporting Heads spiritually is an important need. This is a fruitful area of collaboration with the maintained sector and the National Retreat for Catholic Heads led by Fr Christopher Jamison OSB was a great success. Those who have experienced these retreats recognise a deep need they fulfil; the next national retreat, to be led by Fr Timothy Radcliffe OP, will be on 12-13 June 2014 near Stratford-upon-Avon - CISC is very involved with the organisation.

In order to help Heads sustain the benefits of the retreat, regular meetings with a spiritual guide within easy reach of school/home have been set up for those who expressed a desire;; CISC plays a key role in this. In order to meet the demand for spiritual guides, it is necessary to train more - a joint project with the Jesuit Institute, funded by EducareM, called the Emmaus Project, has been initiated. It will start in May 2014 with two pilot courses in London and Manchester last 9 months. We are very grateful for the support and professionalism of the Jesuit Institute who will run these courses and supervise the practice in subsequent years.

### **FINANCIAL REVIEW**

With a highly successful conference, increased sponsorship and donation to CISC, we have moved from breakeven last year to a surplus of over £24k. This is timely given the increased costs associated with our 25<sup>th</sup> anniversary in 2015. There will be on-going increased costs as we seek to extend our activities further. Given the healthy reserves, we are in a strong position to do this.

### **Reserves policy**

The trustees continually monitor the free reserves of the charity. At 31 March 2014 free reserves totalled £174,693, which are defined as unrestricted funds less fixed assets (2013: £149,907). 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 £151k, the trustees are therefore satisfied that the level of free reserves at 31 March 2014 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

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### BOARD OF MANAGEMENT REPORT

YEAR ENDED 31 MARCH 2014

### 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

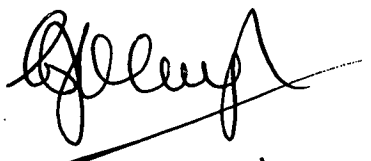
Kingston Smith LLP have been appointed as auditors to the company and a resolution to re-appoint them will be proposed at the AGM.

### 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

Christopher Cleugh  
Chairman

  
17.9.14

## **CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE**

### **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 2014 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 and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 2014 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

### 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 and from preparing a Strategic Report.

*Neil Finlayson* *Statutory Auditor*

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

Devonshire House  
60 Goswell Road  
London  
EC1M 7AD

23/9/2014

# CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

## Statement of Financial Activities (including income and expenditure account)

For the Year Ended 31 March 2014

Income and Expenditure	Note	2014 £	2013 £
<b>INCOMING RESOURCES</b>			
Subscriptions		84,010	73,851
Sponsorship		17,840	14,500
Conference Income		60,769	60,038
Flame Congress		(434)	672
Bank Interest		4,525	4,661
Study Days		6,132	5,465
Other Income		3,012	665
<b>Total Incoming Resources</b>		<u>175,854</u>	<u>159,853</u>
<b>RESOURCES EXPENDED</b>			
Cost of activities in furtherance of the Charity's objects:			
Charitable Activities		137,449	148,366
Governance Costs		13,619	11,402
<b>Total Resources Expended</b>		<u>151,068</u>	<u>159,768</u>
<b>Net income/(expenditure)</b>		24,786	85
<b>Total Funds Brought Forward</b>		149,907	149,822
<b>Total Funds Carried Forward</b>		<u><u>174,693</u></u>	<u><u>149,907</u></u>

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

All incoming resources and resources expended derive from continuing activities.

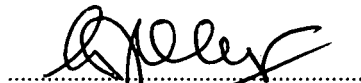
The notes on pages 8 to 10 form an integral part of these accounts.

# CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

Balance sheet as at 31 March 2014

	Note	2014 £	2014 £	2013 £	2013 £
<b>Fixed Assets</b>					
Tangible Assets	5	-	-	263	263
<b>Current Assets</b>					
Debtors	6	7,334		5,690	
Short Term Deposits		159,188		154,662	
Cash and Cash Equivalents		<u>166,653</u>		<u>56,420</u>	
		333,175		216,772	
<b>Creditors: Amounts falling due within one year</b>	7	<u>158,482</u>		<u>67,128</u>	
<b>Net Current Assets</b>			<u>174,693</u>		<u>149,644</u>
<b>Total Net Assets</b>			<u>174,693</u>		<u>149,907</u>
<b>Equity</b>					
Unrestricted funds	8		<u>174,693</u>		<u>149,907</u>

Approved by the Board of Trustees on  
and signed on their behalf by:

  
.....  
Christopher Cleugh  
Company number: 3407765

7/9/14

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

# CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

## Notes to the Accounts

For the Year Ended 31 March 2014

### 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. These accounts have been prepared in accordance with applicable accounting standards, the Companies Act

#### Incoming Resources

Incoming Resources represent the total income receivable during the year comprising subscriptions, sponsorship

#### Resources Expended

Expenditure is charged to the income and expenditure account on the accruals basis. Management and

#### Depreciation of Tangible Assets

Depreciation is provided at rates calculated to write off each asset over its estimated remaining life on a straight

Office equipment and furniture 33.3% 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

### 2 Analysis of Total Resources Expended

	Staff Costs	Other Costs	2014 Total	2013 Total
	£	£	£	£
Charitable Activities	73,512	63,937	137,449	148,366
Governance costs	6,163	7,456	13,619	11,042
	<u>79,675</u>	<u>71,393</u>	<u>151,068</u>	<u>159,408</u>
	(Note 3a)			

Other costs are split as follows

	2014 £	2013 £
Conference accommodation & catering	41,015	46,533
Use of premises	1,428	351
Professional Fees	10,730	10,223
Printing, postage, stationery and advertising	2,244	3,280
Travelling and subsistence	5,301	2,442
Computer and office equipment	1,033	3,559
Telephone	1,043	533
Depreciation	263	264
Insurance	1,455	3,894
Networking	2,111	4,065
Study Days	3,616	1,404
Other	<u>1,154</u>	<u>421</u>
	<u>71,393</u>	<u>76,969</u>

# CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

## Notes to the Accounts

For the Year Ended 31 March 2014 (Continued)

<b>3</b>	<b>Staff Costs</b>	<b>2014 £</b>	<b>2013 £</b>
<b>a.</b>	Wages and Salaries	71,879	74,439
	Social Security Costs	7,796	8,360
		<u>79,675</u>	<u>82,799</u>

The average number of employees for 2014 is 2 (2013:2)

No employee received remuneration exceeding £60,000 in 2014 or 2013.

### **b. Trustees' remuneration and reimbursed expenses**

The trustees' received no remuneration but 4 trustees were reimbursed expenses totalling £1,296 during the year (2013: £2,254).

<b>4</b>	<b>Net Incoming Resources for the year</b>	<b>2014 £</b>	<b>2013 £</b>
	This is stated after charging:		
	Auditors' remuneration	3,720	3,610
	Auditors' remuneration - Other services	1,538	1,800
	Auditors' remuneration - prior year under accrual	672	-
	Depreciation	263	264
		<u>6,193</u>	<u>5,674</u>

<b>5</b>	<b>Fixed Assets</b>	
	<b>Cost</b>	<b>Office Equipment</b>
	Brought forward at 1st April 2013	8,756
	Additions	-
	Carried forward at 31st March 2014	<u>8,756</u>
	<b>Depreciation</b>	
	Brought forward at 1st April 2013	8,493
	Charge for the year	263
	Carried forward at 31st March 2014	<u>8,756</u>
	<b>Net Book Value</b>	
	At 31st March 2014	<u>-</u>
	At 31st March 2013	<u>263</u>

# CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

## Notes to the Accounts

For the Year Ended 31 March 2014 (Continued)

		2014 £	2013 £
<b>6</b>	<b>Debtors</b>		
	Other debtors	5,475	3,804
	Prepayments	1,859	1,886
		<u>7,334</u>	<u>5,690</u>
<b>7</b>	<b>Creditors</b>		
	Subscriptions in advance	49,260	32,299
	Accruals and other creditors	109,222	34,829
		<u>158,482</u>	<u>67,128</u>
<b>8</b>	<b>Reserves</b>		
	Reserves brought forward	149,907	149,822
	Surplus for the year	24,786	85
		<u>174,693</u>	<u>149,907</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.