

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

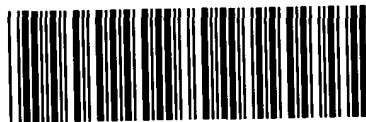
**(A company limited by guarantee and
not having a share capital)**

REPORT AND FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
31 MARCH 2015**

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 2015

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CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
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REFERENCE AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 MARCH 2015

CHARITY NUMBER: 1063645

COMPANY NUMBER: 3407765

REGISTERED OFFICE: Catholic Independent Schools' Conference
Laetare
Aldworth
Reading
RG8 9RY

BOARD OF MANAGEMENT: Christopher Cleugh (Chairman)
Antonia Beary
Michael Connolly (Treasurer)
Sarah Conrad
Clive Dytor (resigned 29 October 2014)
Paulo Duran (appointed 29 October 2014)
Sarah Gallagher
Antony Hudson
Michael Kennedy
Gareth Lloyd
Stephen Oliver

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 2015

The Board of Management, who are also directors, present their annual report together with the financial statements for the year ended 31 March 2015.

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. Christopher Cleugh was elected Chairman in 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 heads, governors and staff of these schools and meetings of groups of members, creating the opportunity to discuss, analyse and consider and decide on 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. Central to our development plan is to integrate with the mainstream of Catholic education and we are very involved in creative collaborations with the Catholic maintained sector, primarily through EducareM.

ACHIEVEMENTS AND PERFORMANCE

This has been another year of significant development – the 25th conference was highly praised and a short video giving a flavour of the conference is on the CISC website. The programme of other activities continues apace. We played a key role in the organising of another National Retreat for Catholic Heads in June 2014 which is attracting large numbers of Heads and has become established as an annual event and are we very involved with the organising of the fourth national retreat in June 2015. In collaboration with EducareM and the Jesuit Institute, we have set up the Emmaus Programme.

The conference "The Joy of the Gospel in our Schools" was a fitting celebration of the 25th anniversary of CISC – it attracted over 200 delegates. Keynote speakers Fr Denis McBride and

Francis Campbell were highly praised as were the variety of workshops. After extensive discussion in groups, an important decision was taken by members to devote considerable resources to developing those with the potential to become Heads of Catholic schools. Fittingly a memorable 25th Conference Mass was celebrated by Cardinal Cormac Murphy O'Connor. We aim to develop the study day programme so that key groups like Chaplains, Heads of RE, those involved with marketing come together regularly; the Directors of Music model this - they had another very successful day at St Benedict's School. 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.

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 Timothy Radcliffe OP was a great success. Those who have experienced these retreats recognise the deep need they fulfil; the next national retreat, to be led by Fr Denis McBride CSSR and Sr Mary John Mananzan OSB, will be on 11-12 June 2015 at Ettington 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 are offered; 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 Programme has run over the course of this year with monthly days in London and Manchester and two residential long weekends in St Beuno's Retreat Centre in North Wales. We are very grateful for the support and professionalism of the Jesuit Institute who have run these courses and will supervise the practice once these guides start working with Heads.

The continuously updated website gives a flavour of life in our schools and provides an insight into the outstanding work going on in Catholic independent schools. More and more schools are logged on so that they upload Vacancies which attract a lot of interest. We are developing an on-line database which we hope will enable a reliable data set of key personnel in our schools which will improve communication about our activities. The CISC flyer "Why Catholic Schools?" is widely used with prospective and current parents, new and existing staff, and some schools have it on their website.

We continue to work collaboratively with the Catholic Education Service. Over July – August 2014 especially there was flurry of government consultations relating to independent faith schools in the wake of Trojan Horse in Birmingham schools. We greatly appreciate their prompt response to matters which impact on Catholic education.

The variety of support for individual schools either by secretariat, or co-ordinated use of expertise of member schools, continues apace e.g. supporting governors with headship appointments has been greatly appreciated.

With almost all Catholic independent schools in the UK in membership, there is little opportunity to expand membership further in our own country. However there is growing interest from Catholic independent schools in other countries especially the Republic of Ireland. After the resolution, passed unanimously at the AGM, to drop the requirement for schools to be in the UK, these schools can now opt for full membership.

There were two valuable meetings of a group of non-maintained and independent Catholic Special Schools Heads -

CISC supports the recruitment of young teachers into our schools at the St Mary's University Teaching Fair.

We are very grateful to Chris Beirne (Headmaster of Beaulieu Convent School) for organising a holiday for families associated with CISC schools at Palazzola near Rome (19th July to 26th July 2015).

We welcomed Gareth Lloyd (Ratcliffe College) and Paolo Duran (St Edmund's) to the committee. They have come in to replace Clive Dytor and Laurence McKell both of whom have given valuable service to CISC during their terms of office.

THE FUTURE

With the membership endorsing the committee's view that developing middle and senior leaders in our schools so that they are better prepared for future leadership of a Catholic school, there will be a programme addressing this need; this will begin with a conference in April 2016.

A day has been organised for those involved with marketing Catholic independent schools led by Carolyn Reed and Katie Cardona at Our Lady's Abingdon. Following the change in the law in the UK on same-sex marriage and, within the Church, the Synod discussions on the family, there is a need to put on a day for those responsible for Sex and Relationship Education in our schools – this will happen in February 2016 at St Benedict's School. The responsibilities and expectations of Governors grow by the year – there will be a day for Heads and Governors at Woldingham School in May 2016 which will include a keynote speech from Sr Judith Russi, author of the recently published book "How to Survive as a Governor in a Catholic School".

Our fast-developing partnership with EducareM will continue apace – with the National Retreat and the Emmaus Programme established, attention turns to a School of Formation for Heads.

FINANCIAL REVIEW

Finances of CISC are secure. With the exceptional attendance at conference, increased sponsorship and donation to CISC, we have again achieved a surplus (£9,247) in spite of the higher costs associated with our 25th anniversary. 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 2015 free reserves totalled £183,940, which are defined as unrestricted funds less fixed assets (2014: £174,693). 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 £167k, the trustees are therefore satisfied that the level of free reserves at 31 March 2015 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 2015

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

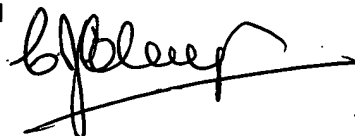
Kingston Smith LLP have been appointed as auditors to the company and a resolution to re-appoint them will be proposed at the AGM.

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



17.9.15

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 2015 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 2015 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.

V.F. - L.A. - W.P.

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

12/10/15

Devonshire House
60 Goswell Road
London
EC1M 7AD

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

Statement of Financial Activities (including income and expenditure account)

For the Year Ended 31 March 2015

	Note	2015 £	2014 £
Income and Expenditure			
INCOMING RESOURCES			
Subscriptions		80,036	84,010
Sponsorship		16,165	17,840
Conference Income		74,763	60,769
Flame Congress		-	(434)
Bank Interest		2,194	4,525
Study Days		3,225	6,132
Other Income		810	3,012
Total Incoming Resources		<u>177,193</u>	<u>175,854</u>
RESOURCES EXPENDED			
Cost of activities in furtherance of the Charity's objects:			
Charitable Activities	2	153,451	137,448
Governance Costs	2	14,495	13,619
Total Resources Expended		<u>167,946</u>	<u>151,067</u>
Net movement on funds	8	9,247	24,786
Total Funds Brought Forward	8	174,693	149,907
Total Funds Carried Forward		<u>183,940</u>	<u>174,693</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.

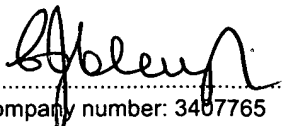
The notes on pages 8 to 10 form an integral part of these accounts.

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

Balance Sheet as at 31 March 2015

	Note	2015 £	2015 £	2014 £	2014 £
Fixed Assets					
Tangible Assets	5	-	-	-	-
Current Assets					
Debtors	6	2,053		7,334	
Short Term Deposits		168,363		159,188	
Cash and Cash Equivalents		<u>56,688</u>		<u>166,653</u>	
			227,104		333,175
Creditors: Amounts falling due within one year	7	<u>43,164</u>		158,482	
			43,164		158,482
Net Current Assets			<u>183,940</u>		<u>174,693</u>
Total Net Assets			<u>183,940</u>		<u>174,693</u>
Equity					
Unrestricted funds	8	183,940		174,693	
			<u>183,940</u>		<u>174,693</u>

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


Company number: 3407765

17/9/15

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 2015

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 requirement.

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% straight line

Tangible fixed assets costing more than £1,000 are capitalised and shown at cost.

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 Costs	Other Costs	2015 Total	2014 Total
	£	£	£	£
Charitable Activities	75,749	77,701	153,451	137,449
Governance costs	6,348	8,148	14,495	13,619
	<u>82,097</u>	<u>85,849</u>	<u>167,946</u>	<u>151,068</u>
	(Note 3a)			
Other costs are split as follows:			2015	2014
			£	£
Conference accommodation & catering			54,729	41,015
Use of premises			621	1,428
Professional Fees			8,513	10,730
Printing, postage, stationery and advertising			635	2,244
Travelling and subsistence			5,601	5,301
Computer and office equipment			5,130	1,033
Telephone			1,071	1,043
Depreciation			-	263
Insurance			3,386	1,455
Networking			3,002	2,111
Study Days			2,402	3,616
Other			759	1,154
			<u>85,849</u>	<u>71,393</u>

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

Notes to the Accounts (Continued)

For the Year Ended 31 March 2015

3	Staff Costs	2015 £	2014 £
a.	Wages and Salaries	74,035	71,879
	Social Security Costs	8,062	7,796
		<u>82,097</u>	<u>79,675</u>

The average number of employees for 2015 is 2 (2014:2)

No employee received remuneration exceeding £60,000 in 2015 or 2014.

b. Trustees' remuneration and reimbursed expenses

The trustees' received no remuneration but 4 trustees were reimbursed expenses totalling £2,215 during the year (2014: £1,296)

4	Net Incoming Resources for the year	2015 £	2014 £
	This is stated after charging:		
	Auditors' remuneration	3,800	3,720
	Auditors' remuneration - Other services	2,133	1,538
	Auditors' remuneration - prior year under accrual	-	672
	Depreciation	-	263
		<u>5,933</u>	<u>6,193</u>

5 Fixed Assets

Cost

Brought forward at 1st April 2014

Additions

Carried forward at 31st March 2015

Office Equipment

8,756

-

8,756

Depreciation

Brought forward at 1st April 2014

Charge for the year

Carried forward at 31st March 2015

8,756

-

8,756

Net Book Value

At 31st March 2015

-

At 31st March 2014

-

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

Notes to the Accounts (Continued)

For the Year Ended 31 March 2015

		2015 £	2014 £
6	Debtors		
	Other debtors	150	5,475
	Prepayments	1,903	1,859
		<u>2,053</u>	<u>7,334</u>
7	Creditors		
	Subscriptions in advance	16,086	49,260
	Accruals and other creditors	27,078	109,222
		<u>43,164</u>	<u>158,482</u>
8	Reserves		
	Reserves brought forward	174,693	149,907
	Surplus for the year	9,247	24,786
		<u>183,940</u>	<u>174,693</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.