

**VITAL PARTNERSHIPS LIMITED  
(LIMITED BY GUARANTEE)**

**REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2010**

**Registered charity number- 1105805**

**Company number - 5180008**

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**VITAL PARTNERSHIPS LIMITED (LIMITED BY GUARANTEE)**

**REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2010**

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## **VITAL PARTNERSHIPS LIMITED (LIMITED BY GUARANTEE)**

### **GENERAL INFORMATION**

#### **Independent Examiner**

Hollingdale Pooley  
Chartered Accountants  
23 Westfield Park  
Bristol BS6 6LT

#### **Bankers**

The Co-operative Bank  
PO Box 250  
Delf House  
Southway  
Skelmesdale  
WN8 6WT

#### **Principal Address**

Whitthe Hart House  
1 Abson Road  
Pucklechurch  
Bristol  
BS16 9RH

#### **Directors and Trustees**

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The Trustees who serves during the year and since the balance sheet date were as follows:-

- A J Rees
- R Ritchie
- T Bailey
- A Isaacs           resigned 3 March 2010
- S Boulter         resigned 7 May 2010
- J Davis           appointed 4 May 2010
- S Hill             appointed 7 May 2010
- C Bush           appointed 7 May 2010

## **VITAL PARTNERSHIPS LIMITED (LIMITED BY GUARANTEE)**

### **Report of the Trustees for year ended 31<sup>st</sup> August 2010**

The Trustees presents its report and financial statements for the year ended 31<sup>st</sup> August 2010. Due to the Trustees's status as directors under the Companies Act 2006, this report constitutes a directors' report as required by section 415 of the Companies Act 2006, and has been prepared taking advantage of the exemptions conferred by Part 15 of this act.

### **Structure, Governance and Management**

#### **Governing Document**

ViTaL Partnerships Limited is a company limited by guarantee governed by its Memorandum and Articles of Association dated 14 July 2004. It is registered as a charity with the Charity Commission. Membership of the charity is at the discretion of the trustees.

#### **Appointment of Trustees**

At each Annual General meeting one third of Trustees retire from office. Retiring trustees may be reappointed. New trustees must be recommended by trustees or be proposed by members.

Trustees have been appointed on the basis of the relevant expertise that they can bring to the board. All trustees have professional experience in management and leadership in various sectors of education, including primary, secondary, tertiary and professional qualifications.

#### **Organisation**

The Board of Trustees, which must be three or more, administers the charity. The Board meets at least three times per annum and more frequently if more opportunities arise or policy decisions are made. Two of the trustees have been given executive responsibilities to manage the day to day operations of the charity in conjunction with the Chairperson of the Board of Trustees. Other trustees provide support based on their professional expertise as necessary. To facilitate effective operations, the trustees are supported by an executive team who are actively involved in delivering the services of the charity.

#### **Risk Management**

The major risks to which the charity is exposed have been reviewed and systems established to mitigate those risks. A key element in the management of financial risk has been the setting up of a reserves policy and its regular review by trustees.

## **VITAL PARTNERSHIPS LIMITED (LIMITED BY GUARANTEE)**

### **Report of the Trustees for year ended 31<sup>st</sup> August 2010 (cont.)**

#### **Objects and activities**

The objects of the charity are to advance the education and skills of the general public in all areas relating to learning, values and citizenship

The charity has the general aim of developing professional learning that enhances lifelong learning, change and development in individuals, organisations and communities by providing services at the interface of research, policy, practice and enterprise. It has worked during the year in close partnership with the graduate School of Education at the University of Bristol, together with a number of schools and local education authorities, especially in the Bristol area and the west of England

The major areas of activity for the company to date have been in projects that support schools and universities in identifying and evaluating their own core values, and in promoting learner-centred cultures through the application of the ideas and practices of 'learning power' developed at the University of Bristol

Specifically, this has involved designing and managing school-based and school-inspired Values Development and ELLI (Learning Power) Research and Development projects with the support of the University of Bristol, providing the school-based training, consultants, evidence-gathering, data-analysis, oral feed-back and report-writing. Through the ELLI R&D programme especially, students, practitioners and researchers learn together. In this way, ViTaL forges links between research, policy and practice in education, making research practical and accessible to teachers, bringing evidence of resulting good practice back into the academy; disseminating findings and building a case for influencing policy, by demonstrating the positive impact of life-enhancing values of teaching, learning and shared educational, political and social goals (e.g. 'Every Child Matters'). In support of this work and of the professionals engaged in it, ViTaL has also developed the 'Courage to Be' project, offering facilitated residential programmes for personal and professional renewal and revitalisation.

#### **Achievements in the year**

##### **ELLI Research & Development**

In August 2008, ViTaL had just formed two new particularly significant and influential relationships. The first was with the Learning Futures Project, run by the Innovation Unit with backing from the Paul Hamlyn Foundation. Ruth Deakin Crick was appointed as academic evaluator to the project as a result of a link already formed with the Matthew Moss High School, in Rochdale. The second was with Bahrain Polytechnic.

## **VITAL PARTNERSHIPS LIMITED (LIMITED BY GUARANTEE)**

### **Report of the Trustees for year ended 31<sup>st</sup> August 2010 (cont.)**

Two important ViTaL ELLI R&D projects started in September 2009, with significant implications for new learning and knowledge exchange: the Matthew Moss project, *Learning in My World*, and the Bahrain Project, *Learning for Employability in the 21<sup>st</sup> Century in the Kingdom of Bahrain*. ViTaL was also to contribute to professional learning in two other Learning Futures schools during the following year. The first was Noadswood School, near Southampton, who were exploring learning power in the context of coaching relationships between students and their parents. The second was the Harris Girls' Academy in East Dulwich, who were working to develop responsibility for learning to learn with their year 7 cohort.

Another important set of relationships were forming around the exploration of ELLI's relevance to the business community. These included Waitrose, who were contributing to the development of a new Masters Degree at the UoB, the Royal Bank of Scotland (RBS), Satellite Consulting, a small company with considerable expertise and a strong reputation in leadership coaching in corporate contexts, and RSVP Design Ltd, specialists in learning design for the corporate sector. ViTaL was able to contribute to an 'ELLI in Business Design Day' at the UoB in November 2009, which led ViTaL being commissioned to create a small 'proof of concept' project with RBS, which ViTaL managed and ran jointly with Satellite Consulting, between March and May 2010.

Thanks to contacts through Professor Elizabeth Leo, ViTaL was also able to explore possibilities for R&D in a large, new Academy in the Northeast of England (NCEA) and in a new context in Australia, for the South Australia Catholic Education Office, whilst continuing to contribute to research and development with schools in Northern Territory.

ViTaL were also invited to contribute to a Headteacher Conference in January 2010 for Education Bradford, which has led to interest in research using learning power in a group of Bradford primary schools.

### **Other developments**

ViTaL was commissioned by Appleyards to provide the education input into the Master Planning by a firm of Bristol architects for a £150m campus development project for a nearby university.

The ViTaL Trustees, core team and close associates met in October 2009 for an 'Awayday' Vision and Strategy session at Leigh Woods near Bristol, exploring the strategic implications of acquisition of the intellectual property rights (IPR) in ELLI and broadening the scope of ViTaL's mission to bring about 'social change through learning'.

## **VITAL PARTNERSHIPS LIMITED (LIMITED BY GUARANTEE)**

### **Report of the Trustees for year ended 31<sup>st</sup> August 2010 (cont.)**

The Learning Warehouse project continued to be supported by ViTaL and by the end of the year in question had developed into the web-platform of choice for hosting research-validated evaluation tools and managing access to them and the data generated. Links with the Open University's Knowledge Media Institute also strengthened, with talks about the potential for ELLI to be incorporated into their 'SocialLearn' Web2 learner-networking project. In anticipation of the IPR in ELLI being assigned to ViTaL, moves were made to start building capacity for research and development, professional learning and dissemination. A ViTaL-led workshop was held in Gloucester in March 2010 for delegates from school support organisations, Higher Education and the business community who were interested in exploring and achieving 'accredited status' in the dissemination of ELLI to their different learning communities.

A new, 100-page, illustrated '*Learning to Achieve*' Handbook was created and printed to provide support material for this and future dissemination workshops, drawing upon all the creative applications and professional learning from the ten ELLI R&D projects so far completed.

Recognising that ViTaL's charitable status currently restricted its own opportunities to disseminate ELLI through trading activity, a new relationship was explored with the Learning Warehouse Ltd which enabled business development to be managed on ViTaL's behalf, with a view to a possible licensing arrangement once the IPR in ELLI was successfully transferred to the Charity. The services of Geometry PR, an award winning Bristol PR and Media company were used to upgrade the visual and verbal communications, particularly about ELLI and what it can offer prospective users in different sectors. ViTaL continued to focus on defining and developing its critical role in assuring and enhancing quality, so that dissemination is faithful to the research and R&D findings over the years.

Before the end of the year in question, ViTaL had also been invited to become a founding partner in the Whole Education Network, whose values align closely with ViTaL's and who offer considerable scope for showcasing ViTaL's work and widening its influence across the UK education community.

## **VITAL PARTNERSHIPS LIMITED (LIMITED BY GUARANTEE)**

### **Report of the Trustees for year ended 31<sup>st</sup> August 2010 (cont.)**

#### **Plans for the future**

By August 2010, the ELLI R&D Project in Bahrain was nearing completion and a dissemination visit planned for September 2010 was to be combined with strategic planning for deepening the relationship and building on the research, with the possibility, in time, for the Polytechnic to become a commercial partner in the dissemination of ELLI for the Gulf region. A professional learning and dissemination visit in September 2010 was already planned for South Australia and Bahrain.

Discussions were continuing and protracted with the Universities of Bristol and Gloucestershire for ViTaL to be assigned the IPR in ELLI, but the assurances of an agreed outcome were strong enough to justify preparatory work on the business relationships that would be needed to support ViTaL's responsibility for overseeing the commercial exploitation of ELLI as well as the R&D programme. RSVP Design and Satellite Consulting were enlisted to develop materials and advise on the style, language and 'packaging' of ELLI for the business community. Plans were made for ViTaL to benefit from a range of dissemination and 'EXPO' events to be run by Whole Education in the coming months. ViTaL was also talking to new potential partners and co-disseminators in Malaysia, New Zealand, Australia and the USA.

#### **Public Benefit**

The Trustees have had due regard to the Charity Commission guidance on public benefit in deciding what activities the charity should undertake and confirm that all the charity's activities are undertaken to further our charitable purposes for the public benefit.

#### **Financial position of the charity**

The charity's main funding comes from schools and universities.

At 31 August 2010 the charity had net assets of £20,737 of which £8,357 was unrestricted funds and £12,380 was restricted funds. Movements in restricted funds are shown in note 9 to the accounts.



## **VITAL PARTNERSHIPS LIMITED (LIMITED BY GUARANTEE)**

### **Report of the Management Committee for year ended 31<sup>st</sup> March 2010 (cont.)**

#### **Reserves policy**

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by the charity should be three months of the unrestricted resources expended, which currently equates to approximately £34,000. At this level, the management committee feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed. There were free reserves of £8,357 at 31 August 2010. The trustees are aware that the level of free reserves is below target, and are exploring ways of increasing the free reserves in a continuing difficult funding environment.

#### **Trustees' responsibilities**


The Trustees are required by company law to prepare financial statements, which give a true and fair view of the state of affairs of the Charity at the end of the financial period and of the income and expenditure of the Charity for the period ended on that date. In preparing those financial statements, the Trustees are required to.

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in business

The Trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

This report has been prepared in accordance with special provisions of Part 15 of the Companies Act 2006 relating to small companies.

BY ORDER OF THE BOARD

  
.....  
Trustee (J.Davis)

24 / 5 / 11  
.....  
Date

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF VITAL PARTNERSHIPS LIMITED (Limited by Guarantee)**

I report on the accounts of the company for the year ended 31 August 2010, which are set out on pages 9 to 15

### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**


In connection with my examination, no matter has come to my attention

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 386 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Name  Philip Barry  
Relevant professional qualification or body ICAEW  
Address Hollingdale Pooley, Bramford House, 23 Westfield Park, Clifton, Bristol BS6 6LT  
Date 26/5/11

**VITAL PARTNERSHIPS LIMITED (LIMITED BY GUARANTEE)****STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 AUGUST 2010**

	Note	Unrestricted <u>Funds</u> £	Restricted <u>Funds</u> £	Total funds <u>2010</u> £	Total funds <u>2009</u> £
<b>INCOME AND EXPENDITURE</b>					
<b>INCOMING RESOURCES</b>					
<i>Incoming resources from generated funds.</i>					
Grants and donations		-	-	-	-
<i>Incoming resources from Charitable activities:</i>					
Fees receivable		137,320	-	137,320	38,176
Interest receivable		30	-	30	529
Other income		119	-	119	381
		<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL INCOMING RESOURCES</b>		<b>137,469</b>	<b>-</b>	<b>137,469</b>	<b>39,086</b>
		<hr/>	<hr/>	<hr/>	<hr/>
<b>RESOURCES EXPENDED</b>					
<i>Cost of generating funds:</i>					
Fundraising costs		-	-	-	-
<i>Charitable activities:</i>					
Promoting lifelong learning		132,083	-	132,083	63,848
Governance costs		2,132	-	2,132	2,298
		<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL RESOURCES EXPENDED</b>	<b>2</b>	<b>134,215</b>	<b>-</b>	<b>134,215</b>	<b>66,146</b>
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net incoming/(outgoing) resources for the year</b>	<b>4</b>	<b>3,254</b>	<b>-</b>	<b>3,254</b>	<b>(27,060)</b>
<b>Balance brought forward at 1 September 2009</b>		<b>5,103</b>	<b>12,380</b>	<b>17,483</b>	<b>44,543</b>
		<hr/>	<hr/>	<hr/>	<hr/>
<b>BALANCE CARRIED FORWARD AT 31 August 2010</b>		<b>8,357</b>	<b>12,380</b>	<b>20,737</b>	<b>17,483</b>
		<hr/>	<hr/>	<hr/>	<hr/>

The notes on pages 12 to 15 form part of these accounts

**VITAL PARTNERSHIPS LIMITED (LIMITED BY GUARANTEE)****BALANCE SHEET  
AT 31 AUGUST 2010**

	Notes	<u>2010</u> £	<u>2009</u> £
<b>CURRENT ASSETS</b>			
Debtors	6	28,731	-
Cash at bank and in hand		19,793	19,438
		<hr/>	<hr/>
		48,524	19,438
<b>CREDITORS Amounts falling due within one year</b>			
	7	27,787	1,955
		<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		20,737	17,483
		<hr/>	<hr/>
<b>NET ASSETS</b>		20,737	17,483
		<hr/>	<hr/>
<b>FUNDS</b>			
Restricted	8	12,380	12,380
Unrestricted		8,357	5,103
		<hr/>	<hr/>
		20,737	17,483
		<hr/>	<hr/>

The Trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act

The Trustees acknowledge their responsibilities for

- (i) ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company


**VITAL PARTNERSHIPS LIMITED (LIMITED BY GUARANTEE)**

**BALANCE SHEET**

**AT 31 AUGUST 2010 (cont.)**

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

These financial statements were approved by the directors and authorised for issue on ~~24/5/11~~ . . , and are signed on their behalf by:



Trustee (J Davis)

The notes on pages 12 to 15 form part of these accounts

**VITAL PARTNERSHIPS LIMITED (LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2010**

**1 ACCOUNTING POLICIES**

**(a) Accounting Convention**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and follow the recommendations in Accounting and Reporting for Charities Statement of Recommended Practice issued in March 2005

**(b) Incoming resources**

Donations and grants

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

- when donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods
- when donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable

*Interest receivable*

Interest is included when receivable by the charity

**(c) Resources expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered

Expenditure is directly attributable to a specific activity and is allocated to that activity

**(d) Tangible fixed assets**

The cost of tangible fixed assets is written-off by equal annual instalments over their expected useful lives

**VITAL PARTNERSHIPS LIMITED (LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2010** (continued)

1. ACCOUNTING POLICIES (continued)

(e) **Funds accounting**

Funds held by the charity are:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts

2	TOTAL RESOURCES EXPENDED	(note 5)	(note 3)		
		Staff	Other	Total	Total
		<u>Costs</u>	<u>Direct</u>	<u>2010</u>	<u>2009</u>
		£	£	£	£
	Promoting lifelong learning	22,860	109,223	132,083	52,499
	Governance costs	-	2,132	2,132	13,647
		<hr/>	<hr/>	<hr/>	<hr/>
		22,860	111,355	134,215	66,146
		<hr/>	<hr/>	<hr/>	<hr/>

**VITAL PARTNERSHIPS LIMITED (LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2010 (continued)**

**3 OTHER DIRECT COSTS**

	<b><u>Total</u></b> <b><u>2010</u></b> £	<b><u>Total</u></b> <b><u>2009</u></b> £
ELLI project expenditure (including consultancy)	95,395	36,493
Facilities hire	1,179	1,080
Materials & registrations	48	475
Printing, postage & stationery	1,598	459
Telephone & web costs	93	3,320
Insurance	303	-
Travel	1,903	367
Book-keeping	314	829
Accountancy fees	1,818	1,469
Office facilities	500	578
Legal & professional fees	8,049	243
Other costs	155	536
	<hr/>	<hr/>
	111,355	45,849
	<hr/>	<hr/>

**4 NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR**

	<b><u>2010</u></b> £	<b><u>2009</u></b> £
This is stated after charging:		
Independent Examiner's fees	1,818	1,469
	<hr/>	<hr/>

**5 STAFF COSTS AND TRUSTEES' REMUNERATION**

Staff costs were as follows:	<b><u>2010</u></b> £	<b><u>2009</u></b> £
Wages and salaries	21,167	19,248
Employer's National Insurance	1,693	1,124
	<hr/>	<hr/>
	22,860	20,372
	<hr/>	<hr/>

No employee earned £60,000 p.a. or more. The average number of employees during the year was 2 (2009 – 2). Remuneration was paid to one of the Trustees, A Isaacs during the year totalling £4,400. No expenses were reimbursed to Trustees.



**VITAL PARTNERSHIPS LIMITED (LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2010 (continued)**

6	DEBTORS	<u>2010</u> £	<u>2009</u> £
	Fees and grants receivable	28,731	-
		<hr/>	<hr/>

7	CREDITORS	<u>2010</u> £	<u>2009</u> £
	Amounts falling due within one year.		
	Trade creditors	19,480	-
	Taxes and social security	1,058	486
	Accruals & deferred income	7,249	1,469
		<hr/>	<hr/>
		27,787	1,955
		<hr/>	<hr/>

9	RESTRICTED FUNDS	<u>Brought forward</u> £	<u>Incoming resource</u> £	<u>Outgoing Resources</u> £	<u>Transfers</u> £
	Ethical Leadership project	12,380	-	-	12,380
		<hr/>	<hr/>	<hr/>	<hr/>

The Ethical Leadership project is funded by a grant totalling £50,000 over three years from the Waterside Trust which contributes to day conferences hosted by the Trust for the group of successful projects all devoted to 'Developing Ethical Leadership', and devising and implementing a costed activity schedule to test the market feasibility of the project on a regional and national scale.