

## **Charities and Trusts Committee**

Wednesday, 9 September 2020

**10.00 am**

Meeting via Microsoft Teams

**NB.** Members are requested to ensure that their Laptops/Tablets are fully charged before the meeting

John Tradewell  
Director of Corporate Services  
1 September 2020

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## **A G E N D A**

- 1. Apologies**
- 2. Declaration of Interests**
- 3. Minutes of the previous meeting held on 19 November 2019** (Pages 1 - 4)
- 4. Stafford 14-19 Partnership: Updated Business Plan 2019-2024** (Pages 5 - 38)
- 5. Endowment Charity Funds Annual Accounts 2019/20** (Pages 39 - 64)
- 6. Exclusion of the Public and Press**

The Chairman to move:-

“That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 indicated below”.

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### **PART TWO** (reports in this section are exempt)

- 7. Exempt Minutes of the previous meeting held on 19 November 2019** (Pages 65 - 66)  
  
(Exemption paragraph 3)

## **Membership**

Syed Hussain

Ian Lawson

Kath Perry, MBE (Chairman)

David Smith (Vice-Chairman)

Paul Snape

### **Note for Members of the Press and Public**

#### **Filming of Meetings**

The Open (public) section of this meeting may be filmed for live or later broadcasting or other use, and, if you are at the meeting, you may be filmed, and are deemed to have agreed to being filmed and to the use of the recording for broadcast and/or other purposes.

#### **Recording by Press and Public**

Recording (including by the use of social media) by the Press and Public is permitted from the public seating area provided it does not, in the opinion of the chairman, disrupt the meeting.

**Minutes of the Charities and Trusts Committee Meeting held on 19 November 2019**

Present:

**Attendance**

Kath Perry, MBE (Chairman)      David Smith (Vice-Chairman)

**Apologies:** Syed Hussain, Ian Lawson and Paul Snape

**PART ONE**

**75. Declaration of Interests**

There were no declarations on this occasion.

**76. Minutes of the previous meeting held on 25 September 2019**

**RESOLVED** – That the minutes of the meeting held on 25 September 2019 be confirmed and signed by the Chairman

**77. Endowment Charity Funds Annual Accounts 2018/19**

The Committee were presented with the 2018/19 Annual Accounts for each of the Endowment Charity Funds where Staffordshire County Council has been appointed sole Custodian Trustee. It was reported that the Committee, as Custodian Trustee for the 9 Charities is required to approve their Annual Accounts.

The Committee were advised that 3 of these Charities have income levels of over £25,000 and therefore must submit a copy of their annual accounts, along with a report from an independent auditor and a brief Annual Report, to the Charities Commission.

**RESOLVED** – That (a) The Charities and Trusts Committee approve the 2018/19 Annual Accounts for the 9 Charities where the Council is the Custodian Trustee.

(b) the Charities and Trusts Committee approve the Trustee's Annual Reports for the 3 Charities, which are required to submit such to the Charity Commission

**78. Managing your Investment Portfolio**

Mr John Kelly, Client Investment Director at CCLA Investment Management Limited presented "Managing your Investment Portfolio". He explained that over the past 10 years there had been significant returns from investments in the CCLA suite of managed funds although he advised that it is anticipated that returns would become more modest over the next few years.

The Committee were also presented with the asset allocation of the COIF Charities Investment Fund, where it was highlighted that 56.16% was invested in Overseas

Equities. It was further reported that the income from the fund was stable with a current yield of 3.09%. The Fund size was £2,694m.

The Committee were advised that the net annualised returns over a three-year period were 11.27% which was reasonably higher than the Peer Group (6.31%). There had been consistent and competitive returns all achieved with volatility which was within the risk budget of 75% of the UK equity market risk.

The Committee thanked Mr Kelly for the presentation.

**RESOLVED** – That the presentation be received.

## **79. Investment of Permanent Endowment of Charity Funds**

The Committee were presented with a report which reviewed the current investment alternatives for the permanent endowment of Charity Funds where Staffordshire County Council has been appointed Sole Trustee.

The Committee were advised that the Council as Custodian Trustee has a duty to act solely in the best interests of the Charities and their beneficiaries with a view to furthering their charitable purposes and for no other purpose whatsoever.

It was highlighted that it is deemed important to appoint a manager with a charity specialism since they are more likely to better understand the needs of a charity.

The Committee were informed that the CCLA host training events free of charge which the Charities and Trusts Committee may be minded to attend in the future.

**RESOLVED** – That (a) the Charities and Trusts Committee continue to endorse the role of CCLA Investment Management Limited (“CCLA” - Churches, Charities and Local Authorities) in relation to the investment of the permanent endowment of Charity Funds, where they are made by the Council in its role as Custodian Trustee.

(b) the Committee continues to limit the investment of the permanent endowment of those Charity Funds to investment in the COIF Charities Investment Fund. This is a fund managed by CCLA which is well diversified across a range of asset classes.

## **80. North End Charity - Oral update**

The Committee were advised that at the Charities and Trusts Committee meeting held on 25 September 2019 it was resolved:

- That further information on the proposals to amend the charity’s constitution be brought to a future meeting.

The Committee were informed that the Chairman of the North End Community Charity had not yet provided this information and that the Committee would receive an update when this information had been provided.

**RESOLVED** – That the position be noted.

## 81. The Broom, Dosthill, Tamworth

The Committee were advised that a quote for Public Liability insurance on the land was still being determined and would be shared with the Committee when available, where the Committee will discuss how to finance the insurance.

The Committee were presented with a proposal from the Dosthill Woman's Institute to plant and maintain a community orchard in the Broom, Dosthill. The Committee were informed of the species of trees and the location they would be planted.

The Committee noted that there is currently no Public Liability insurance on this land, however having received the proposal from Dosthill Woman's Institute, the Committee came to the view that it is acceptable for the orchard to be planted.

The Committee were reminded that at the Charities and Trusts Committee meeting held on 26 October 2018 the Committee approved the following recommendation:

- That the Committee approve a temporary license of access at Dosthill Playing Field and Recreation Ground to facilitate building works at the school
- That delegated authority be given to the Head of Property to agree the terms of the license referred to above

The Committee were presented with more detailed proposals relating to the planning application at the school and the temporary access proposed through the Broom. The Committee also considered presentations on behalf of local residents. The Committee discussed that they have already approved the principle of a temporary licence of access at Dosthill Playing Field and Recreation Ground acting as landowner, however the decision to deem the proposal for the overall access arrangements acceptable was part of the wider school development scheme proposals and therefore a matter for the Planning Committee at Tamworth Borough Council.

The Committee requested that officers agree the terms of the licence should the school development scheme obtain planning consent and therefore require it.

**RESOLVED** – That (a) a quote for Public Liability Insurance on the land be obtained.

(b) the Committee approves the proposal from Dosthill Woman's Institution to plant an Orchard on the Broom

(c) the Committee approve a temporary license of access at Dosthill Playing Field and Recreation Ground to facilitate building works at the school, subject to Tamworth Borough Councils' Planning Committee's approval.

(d) delegated authority be given to the Head of Commercial and Assets to agree the terms of the licence referred to in (c) above.

**82. Exclusion of the Public and Press**

**RESOLVED** – That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 indicated below.

**83. Exempt Minutes of the previous meeting held on 25 September 2019**

**RESOLVED** – That the exempt minutes of the meeting held on 25 September 2019 be confirmed and signed by the Chairman

**84. Landau Forte Academy**

(Exemption paragraph 3)

**85. Consideration of Proposal for Staffordshire to charge administration and other costs to the Charities**

(Exemption paragraph 3)

**Chairman**

## Charities and Trusts Committee – 9<sup>th</sup> September 2020

### Stafford 14-19 Partnership: Updated Business Plan 2019-2024

***Stafford 14-19 Partnership (formerly known as Stafford Collegiate) previously had its central administration based on Trust land known as the Chetwynd Centre until August 2017 when it relocated to Stafford Manor High School, as a result of the Trustees authorising the sale of the Chetwynd Centre.***

#### **Recommendations:**

The Trustees of the Charities and Trusts Committee to:

1. review and approve the updated Stafford 14-19 Partnership Business Plan 2019-2024 (hereinafter called the Business Plan) and 2019/20 Partnership Update report – copies attached.
2. consider for approval the funding request to the Staffordshire Education Centre Charity (registered number 528604) as set out in the Business Plan for 2020/21 and 20/22 academic years. If approved the release of funds will be from the charitable income, interest from the capital investment of the permanent endowment, from the Staffordshire Education Centre Charity:
  - 2.1 For 2020/21 academic year this will be a sum of £155,624 as set out in the Business Plan (page 24), this is a reduction of £29,868 on the amount (£185,492) approved in principle by the Trustees at the 4<sup>th</sup> June 2019 Committee meeting. This reduction is due to 2019/20 underspends in several areas, the most significant being – contingency (now reduced for future years); replacement IT server spend being avoided; and lower central course exam registrations.
  - 2.2 For 2021/22 academic year the Stafford 14-19 Partnership is requesting an estimated sum of £191,294 as set out in the Business Plan (page 26). This increase is required to meet the continued anticipated shortfall on income due to lower pupil numbers accessing central Partnership courses as explained at the 2019 Committee meeting, figures are detailed on page 12 of the Business Plan.
3. approve Staffordshire County Council's Assistant Director- Skills and Employability to continue to be authorised to approve the release of funds set out above subject to the successful delivery of the 2020/21 element of the Business Plan.

#### **Staffordshire County Council's role as a Charity Trustee:**

4. Trustees have and must accept ultimate responsibility for directing the affairs of a Charity, ensuring that it is solvent, well-run and delivers the charitable outcomes for the public benefit for which it has been set up.
5. Local Authorities are well suited to be a Charity Trustee as they are:
  - rooted in the local community;

- open and transparent in their dealings;
  - highly accountable for their actions; and
  - have the high standards of public conduct embedded in the way they work.
6. Charity Trustees have a duty to act solely in the best interests of the Charity and its beneficiaries with a view to furthering its charitable purposes and for no other purpose whatsoever. They must also ensure that any charitable assets are managed independently and prudently in accordance with their charitable purpose and any restrictions in the charity's governing document.

### **Background to the Stafford Education Centre Charity:**

7. Staffordshire County Council (the Council) is the sole administrative trustee of the Stafford Education Centre Charity (SECC - registered number 528604) and is responsible for the general control, management and administration of the Charity. The Council discharges its obligations through the Charities and Trusts Committee.
8. SECC is governed by the revised Scheme approved by the Trustees at the Committee meeting held on the 17 November 2015. The Charity Commission gave final approval of this revised Scheme on 11 March 2016. The revised Scheme sets out the object of the Charity which is "the promotion of education of persons between the ages of 14 and 19 years who are resident in [or being educated in] Stafford in such ways as the trustee thinks fit."
9. The Chetwynd Centre built in 1860, a grade 2 listed building, was the permanent endowment of the SECC and the Council held the land and buildings on trust status. The Trustees approved the sale of the Chetwynd Centre and the sale was completed in early 2018. The funds from the sale have been added to the endowment investment.

### **Background and Context:**

10. The Charities and Trusts Committee agreed at the 16 July 2015 Committee meeting that the preferred option was the disposal of the Chetwynd Centre through sale and the Committee agreed to:
- a) ensure arrangements were stabilised to provide continuity for the Partnership, including producing an annual Business Plan and budget approval process;
  - b) implement the preferred option that sought permission to amend the objectives of the SECC removing the requirement on Trustees to retain the Chetwynd Centre;
  - c) instruct officers of the Council from Legal, Finance, and Skills teams to continue to work with the collaborative of 14–19 education providers in Stafford to develop and implement appropriate and timely mechanisms



for the submission and approval of a Business Plan to the Committee as the application process for the use of the available charitable funds in the future. The Business Plan must set out how the Stafford 14-19 Partnership will meet the educational objectives of the SECC and provide assurance to the Committee on how the endowment funds requested will be deployed.

11. At the 12<sup>th</sup> June 2018 Committee meeting Trustees approved in principle to the Stafford 14-19 Partnership to be supported by the Staffordshire Education Centre Charity with financial contributions on a rolling five-year basis subject to the production of a Business Plan being produced and approved by the Trustees.

12. Progress to date:

- a) Council Officers have continued to have ongoing dialogue with the Stafford 14-19 Partnership to consider the implications of further developing the wider collaborative approach across all 14-19 providers in the Stafford district. This is reflected in the refreshed Business Plan for 2019-2024 that is being presented to the Committee. The existing partners are committed to working collaboratively to improve and develop the delivery of 14-19 education in Stafford and to broaden the Partnership to work with other educational providers to ensure the best outcomes for young people across Stafford. Collaborative working is a key thread throughout the Business Plan.
- b) Council Officers have supported the developments of the Stafford 14-19 Partnership including the production and update of this latest Business Plan that is attached for the Trustees approval and this sets out plans for the operational delivery of the Partnership. The Plan clearly identifies the objectives of the Partnership and it sets out the case of how the endowment funds requested will be deployed and it requests that the Committee continues to approve financial support. The Trustees are being asked to approve the allocation and release of funds from the charitable income, interest from the capital investment of the permanent endowment, from the SECC (registered number 528604). The Stafford 14-19 Partnership is requesting the following contributions that are set out the Business Plan:
  - For 2020/21 academic year this will be a sum of £155,624 as set out in the Business Plan (page 24), this is a reduction of £29,868 on the amount (£185,492) approved in principle by the Trustees at the 4<sup>th</sup> June 2019 Committee meeting. This reduction is due to 2019/20 in-year savings due to underspends in several areas, the most significant being – contingency, which has now been reduced for future years; replacement IT server spend being avoided; and lower central course exam registrations;
  - For 2021/22 academic year the Stafford 14-19 Partnership is requesting an estimated sum of £191,294 as set out in the

Business Plan (page 26). This increase is required to meet the continued anticipated shortfall on income due to lower pupil numbers accessing central Partnership courses due to the dip in the size of overall student cohorts and the continued expansion of gifted and talented programme and 14-16 alternative provision. This will be explained in more detail at the Committee meeting.

- c) The Council Officers will continue to work with the 14-19 Partnership to promote good financial management and the agreed approach to managing the delivery of the Business Plan. Colleagues from the Partnership will continue to attend the Committee on an annual basis to present progress against the Business Plan and to demonstrate the positive action and outcomes from receiving the financial contribution from the SECC.

**Equalities Implications:**

- 13. None identified.

**Legal Implications:**

- 14. The Committee (in its capacity as Trustee of the SECC) is legally obliged to ensure that the SECC is managed in accordance with its objectives and to prevent any conflicts of interest between the administration of the SECC and of the Council.

**Resource and value for Money Implications:**

- 15. The Committee may apply the income and capital of the SECC in meeting the proper costs incurred when administering the Charity and managing its assets.

**Risk Implications:**

- 15. Decisions made by the Committee must be made in the capacity as Trustee only and must ensure that any decisions are made in accordance with the Charities Act 2011 and Charity Commission guidance.

**Report Author:**

Alison Matthews, Skills and Employability Team, Staffordshire County Council.



**S T A F F O R D**

14-19 Partnership

# **Business Plan 2019-2024**

## **Reviewed June 2020**

Reviewed by:

Lesley Beck - Sir Graham Balfour High School Head Teacher and Partnership Executive Group (PEG) Chair

Margaret Smart - Stafford 14-19 Partnership Manager

**Table of Contents:**

|  |           |
|--|-----------|
| <b>1. Foreword: Vision .....</b>                         | <b>3</b>  |
| <b>2. Context Rationale.....</b>                         | <b>4</b>  |
| Educational Partnership.....                             | 5         |
| Governance.....  | 6         |
| <b>3. Position Statement.....</b>                        | <b>9</b>  |
| <b>4. Aims and Objectives .....</b>                      | <b>10</b> |
| <b>5. Analysis of Current Partnership Provision.....</b> | <b>11</b> |
| Strengths, weaknesses, opportunities and threats.....    | 11        |
| Projected Y12 Numbers in 2019-2024.....                  | 12        |
| Curriculum Programme over Five Years.....                | 13        |
| Funding.....   | 13        |
| Profile of Other Providers.....                          | 13        |
| Advantages of wider 14-19 Partnership.....               | 13        |
| <b>6. Marketing.....</b>                                 | <b>15</b> |
| Strategy.....  | 15        |
| <b>7. Future Development: The Timeline.....</b>          | <b>16</b> |
| Year 1: (2019-2020) Consolidate and Enhance.....         | 16        |
| Year 2: (2020-2021).....                                 | 16        |
| Year 3-5: (2021-2024).....                               | 16        |
| Operational Action Plan 2019-2020.....                   | 18        |
| <b>8. Funding.....</b>                                   | <b>22</b> |
| Management Team.....                                     | 23        |
| Partnership Manager (Part time).....                     | 23        |
| Bursar (Part time).....                                  | 23        |
| Clerical Assistant (Part time).....                      | 23        |
| Accountability.....                                      | 23        |
| Funding.....   | 24        |
| <b>9. Appendix.....</b>                                  | <b>27</b> |
| 9.1 Excerpts from recent Ofsted Reports.....             | 27        |

## 1. Foreword: Vision

At a time of increasing change in education we look forward to meeting the challenges that will enable us to provide the very best education for the young people of Stafford.

The aim of the 14-19 Partnership is to further develop the strong partnership which has grown from our well-established, collaborative delivery of 16-19 education in Stafford, by incorporating effective plans to include provision for specific groups of 14-16 year olds. In this way, we will fulfil the objective of the Stafford Education Centre Charity (SECC) for the promotion of education of people between the ages of 14 and 19 years who are resident in [or being educated in] Stafford.

The partners are committed to working collaboratively to improve and develop their delivery of 14-19 education in Stafford and to broaden their partnership to work with other educational providers to ensure the best outcomes for their students.

This plan is to show how the schools, academies and other educational providers can work in partnership, with the continued support of the SECC, to develop and deliver 14-19 education in Stafford.

The Partnership's ambition is expressed in terms of choice, quality and aspiration: to ensure our young people have opportunities to progress, that they have a choice of quality provision, which will help them to become outstanding citizens of Stafford and beyond. This takes form in two parts: the Stafford Sixth Form Partnership, which exists to provide a broad range of A-level and quality level 3 qualifications to the students of Stafford and the development of a new 14-16 plan, with a twin focus of addressing the needs of gifted and talented (G&T) students and those at risk of being Not in Education, Employment or Training (NEET) or permanently excluded.

The governing bodies of all the partnership schools and that of the Partnership are entirely committed to the continuing development of the work of the Partnership in order to provide an outstanding education for the students of Stafford and to improve their life chances.

We thank you for the continued support of the Charities and Trusts Committee on behalf of the SECC in achieving our aims, without which the Stafford 14-19 Partnership could not continue to work with the young people of Stafford to broaden their opportunities and support them on their journey to becoming enthusiastic and effective members of the workforce of Stafford in the future.

[Lesley Beck and Margaret Smart.](#)

## 2. Context Rationale

Whilst Staffordshire County Council has a statutory responsibility to ensure that every child in the county has an offer of suitable post-16 education or training when they need one, post-16 education is funded centrally. Clearly there are advantages to working collaboratively, and today's Partnership builds on over 20 years' experience with a proven track record of continued improvement and success in the 16-19 sector. History shows us that this is something that works well and with sufficient funding could grow still further.

The plan for Stafford Borough Council 2011-2031 states that, "By 2031 the County Town of Stafford will have...increased educational attainment at all levels and retained high quality graduate skills delivered by further education facilities and bolstered by significant inward investment." The partners in this plan, responsible for the education of around 5000 students, wish to play a significant part in achieving this, which is a key reason for requesting that they continue to receive a funding contribution provided by the SECC for delivery of high quality education and to enable long term development planning.

HM Government's Review of post-16 Education and Training Institutions wishes to see 'clear, high quality professional and technical routes...alongside robust academic routes.' We believe that we have a well-established track record on providing the latter, and that our colleagues in the local colleges and independent training providers offer outstanding professional and vocational provision, which, taken together, provide our young people with every possible avenue to progress.

The Partnership model currently works to the benefit of the students based in the five partner schools and academies, but we wish to develop opportunities for further collaboration with other providers to help ensure that the 14-19 curriculum offers all students the best and most suitable pathways open to them. Effective working relations with Stafford College have existed for many years and we are increasingly working with them to ensure our students make the correct choices for their post-16 pathways. In a similar way, we engage actively with other local agricultural colleges and indeed other private training providers in order to maximise the chances of success for our young people. The landscape in education is constantly changing and there may be new possibilities in the future with new providers of 14-19 education in Stafford. It is highlighted in the 'Stoke-on-Trent and Staffordshire Strategic and Economic Plan (April 2018)' that "We therefore recognised the importance of developing education and skills across all age groups as being crucial to the future economic prosperity and competitiveness of the area"..... "the need to ensure that young people entering the workforce are well equipped for improving the productivity of our economy remains."

It has been recognised both by Stafford Borough Council [SBC] and Staffordshire County Council [SCC] that, "...skills levels were a major challenge in our area. In particular, weakness in engineering and technology skills were holding back the growth of our manufacturing sector, an area of comparative advantage for our LEP area. We therefore recognised the importance of developing education and skills across all age groups as being crucial to the future economic prosperity and competitiveness of the LEP area." This makes the work of the providers of 14-19 education crucial in helping support young people and the contribution they can play in helping the local economy to grow. In its plans, Stafford Borough Council recognises that, "the local economy will be sustained by supporting the location, diversity and intensity of new economic development through...Increasing the levels of skills and educational attainment of the Borough's workforce, to promote the area as a place to invest through delivery of enhanced higher and further education facilities."

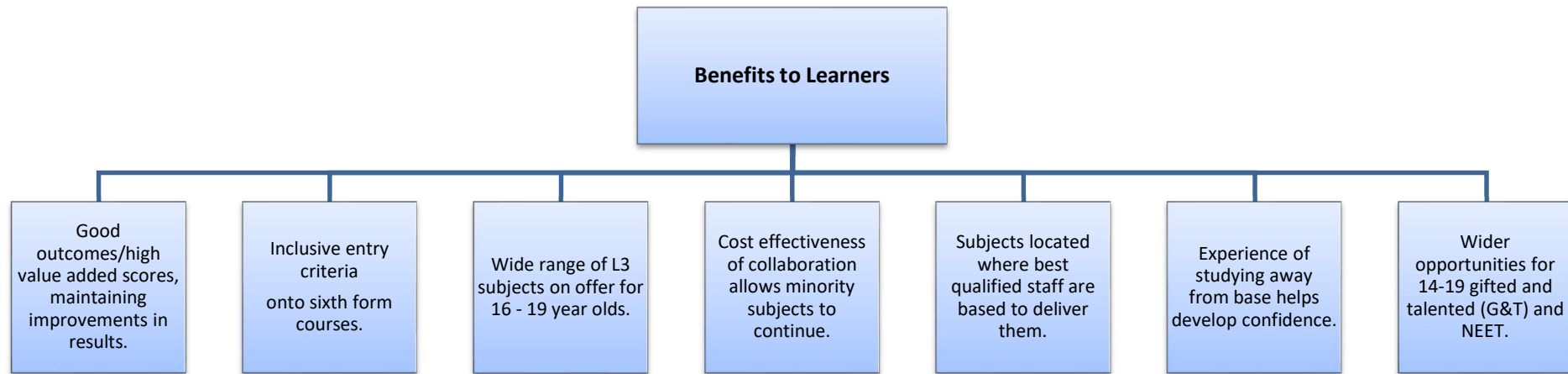
The track record of the providers in the Partnership and formerly in the Stafford Collegiate has shown the strength of collaborative working, and its success post-16 is evidence of the advantages gained through working together. In SCC's 'Education and Skills Strategy for Staffordshire 2018 – 2022' it states "...every child in Staffordshire deserves the best possible education. We want all Staffordshire children to leave school equipped with the knowledge and skills they need to continue in

education and forge a successful career as healthy and responsible adults.”

### Educational Partnership

We continue the strong 16-19 curriculum model that has proved successful in the town for many years. This allows students from any of the partners to follow level-3 courses in any school within the Partnership curriculum offer. This provides an outstanding common curriculum offer, allowing students greater choice and more opportunity to choose their strongest subjects for continuing study, impactful teaching supported by rigorous ongoing assessment and progress tracking and excellent advice, guidance and pastoral support, all of which have been recognised by Ofsted in inspection reports of partner schools.

Page 13



These strengths will continue to be facilitated by a management that fosters openness, trust and joint decision-making. The management framework comprises the Headteachers’ group (executive leadership, policy, quality assurance), the Curriculum Leaders’ group (curriculum policy development), the Heads of Sixth group (operational leadership, policy recommendations), Student forum (learner experience inputs to QA and policy development), and the Finance officer’s group (financial policy). These management groups are made up of staff in the partner schools. They are served by a part-time Stafford 14-19 Partnership Manager, a part- time Clerical Assistant, and a part- time Bursar.

The Stafford 14-19 Partnership members are:



**Blessed William  
Howard Catholic High  
School**



**King Edward VI High  
School**



**Sir Graham Balfour  
School**



**Stafford Manor High  
School**



**The Weston Road  
Academy**

These schools and academies work in partnership and continue to offer an outstanding 14-19 curriculum programme to their students. The future of sixth forms has been under discussion in recent years, particularly in light of the changes to funding for 16-19 students. Central funding has continued to decline significantly in recent years and this has had a significant impact on school sixth forms. Smaller classes are increasingly unviable and this jeopardises minority subjects particularly. Currently, no individual partner could operate an independent sixth form where students could access the breadth of curriculum only possible when resources are pooled. By working in partnership we can guarantee the availability of subjects such as French, Further Maths and Music, for example. As each student has unique needs we understand that the best way to meet the requirements of 16-19 students in our schools is to work collaboratively. We believe that **only** with the support of the SECC can we continue to offer an outstanding post-16 A-level and BTEC programme, which is the first step in fulfilling the charity's objectives.

Page 14

The status of local schools is changing. Blessed William Howard Catholic High School, Sir Graham Balfour School and Weston Road Academy have already converted to academy status, and orders are in place for King Edward VI to follow. The schools are committed to collaborative working at 14-19 and any future academy conversion should not affect their future 14-19 working arrangements. Governance and executive group meetings are fully committed to working together in the best interests of our young people.

### **Governance**

Governance of the Partnership is through the Partnership Governance Forum [PGF], a body comprising one representative from the governing bodies of each school, two heads or principals, a nominated representative from the trustees of the SECC and an officer of the Local Authority.

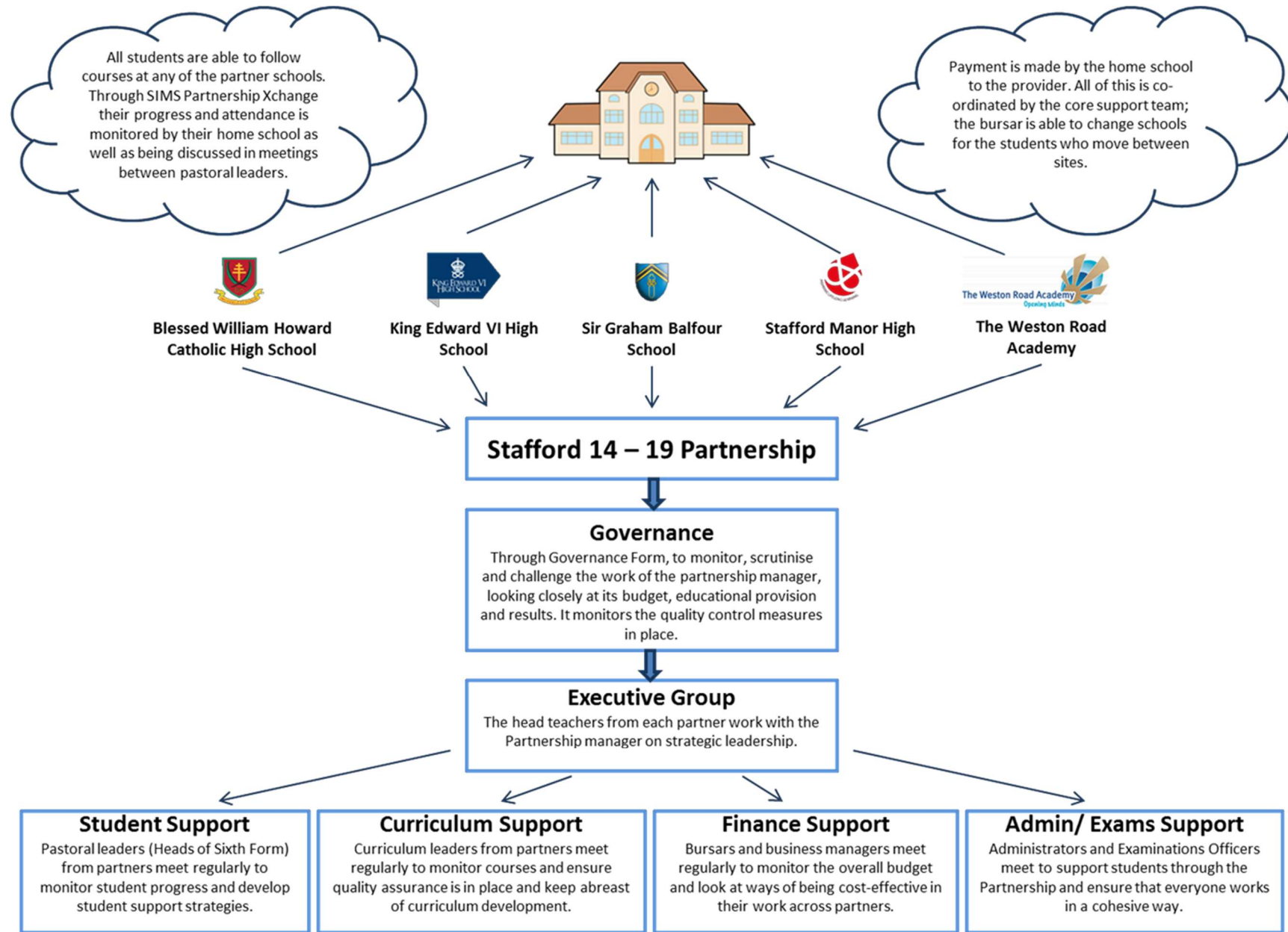
Their role is to monitor, scrutinise and challenge the work of the Partnership, looking closely at its budget, educational provision and results. It monitors the quality control measures in place, looking at:

- Appropriate curriculum programme in place for sixth form students
- Numbers of students progressing from Y10-11, Y12 and 13.
- Numbers of students on each course
- Quality of teaching



- Retention on courses
- Outcomes in terms of results (pass rates/Average Point Score (APS)/Student destinations)

The PGF's role would be to ensure that regular reports are submitted to the Trustees for scrutiny to show the SECC contribution is being used effectively to fulfil the objectives of the charity. Thus ensuring complete transparency and providing evidence that the investment being made fulfils the SECC objectives.



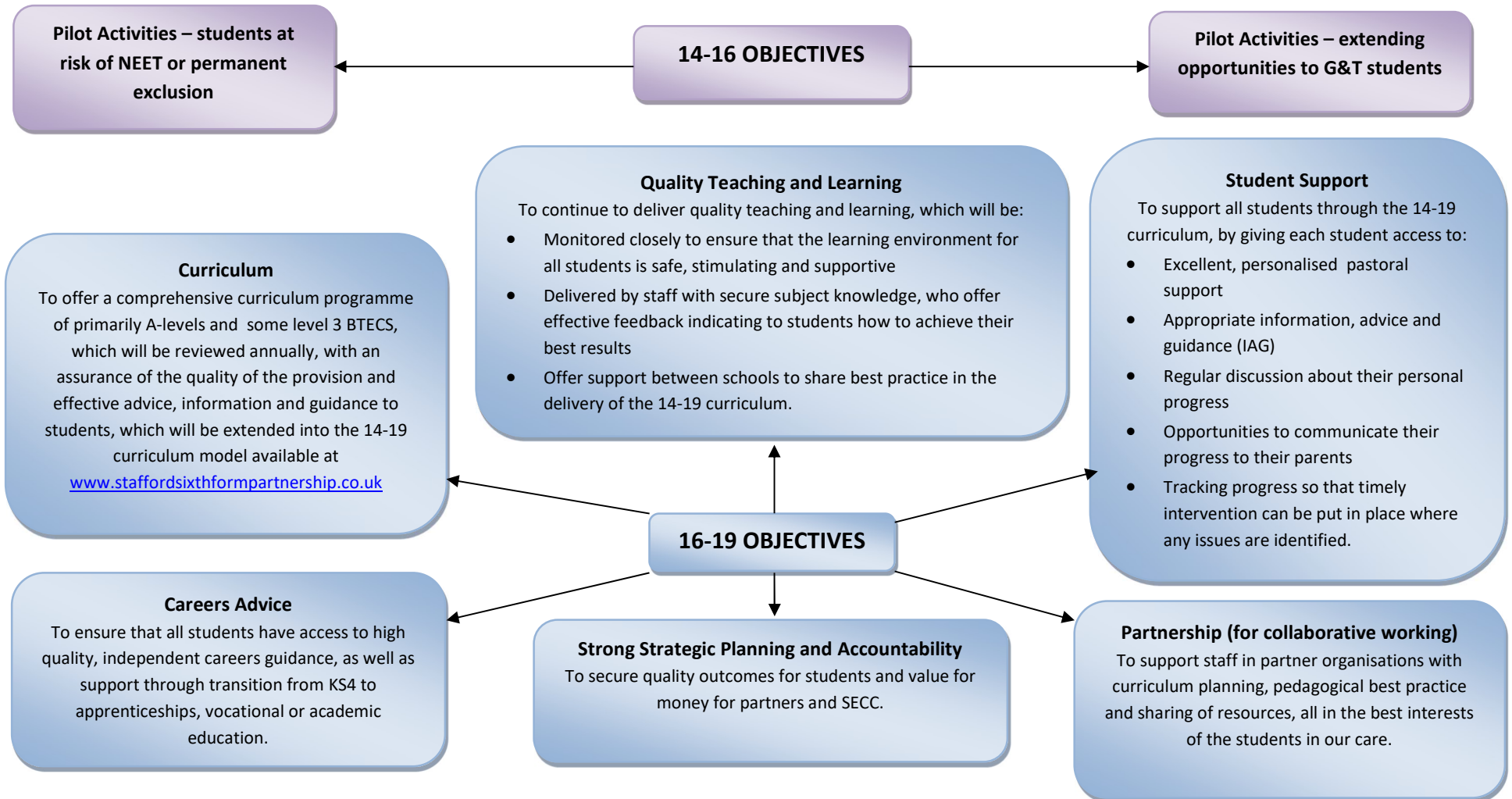
### 3. Position Statement

Working in partnership may not be unique either in the county or nationally, but we believe that the case for Stafford demonstrates that it is worth the continued support of the Stafford Education Centre Charity [SECC]:

- a. It allows the Stafford 14-19 Partnership [the Partnership] to benefit from operational support that has allowed schools and other partners to work successfully together for a number of years, so that students benefit from a joint curriculum provision. This includes an overall Partnership Manager, Bursar and Clerical Assistant, who work closely with all partners to bond together the collaborative working.
- b. By working in partnership, we can offer a curriculum programme in the sixth form that is one of the most extensive in Staffordshire and which guarantees that minority subjects, including French, Further Mathematics and Music, are available to students.
- c. There is already a broadly-common timetable for post-16 studies which allows the flexibility for learners to study at any of the partner schools. Partnership Exchange (established through Capita SIMs) allows transfer of progress and attendance data between partners.
- d. Our success rate for academic studies is in line with the national picture; this is something we would like to celebrate as it comes with the recognition that the partnership has much more inclusive entry criteria than many similar groups and institutions nationally. In 2018, the national and Partnership average grade was a C.
- e. As well as positive attainment outcomes, we also enjoy extremely good progression into higher education. In 2018, 100% of students who wanted a place at university gained one, with the vast majority taking a place at their first choice university. This is a **truly outstanding accolade for the Partnership providers** and will in turn contribute to the workforce of the future for our town. Students went on to study a wide variety of courses from accounting and finance through to marine environmental science. Partner schools have reported feedback from students that the support and encouragement they had during their time in the Sixth Form was significant in their success.
- f. We have also seen a big increase in the number of students applying for and gaining places within the Apprenticeship Programme from a wide range of employers including national employers such as; Rolls Royce, Bentley and Jaguar Landrover, ensuring that students go on to achieve the success that they have worked hard for and thus to empower them to become active citizens within Stafford with the skills needed to contribute to employment and the growth of Stafford and the County of Staffordshire.

#### 4. Aims and Objectives

**The Aim** of the Stafford 14-19 Partnership is to enhance and continue the well-established strong collaborative delivery of 14-19 education in Stafford, thus helping to fulfil the objectives of the SECC for the promotion of education of peoples between the ages of 14 and 19 years who are resident in [or being educated in] Stafford.



## 5. Analysis of Current Partnership Provision

### Strengths, weaknesses, opportunities and threats

#### Strengths

- Supportive and developmental approach to sharing skills and resources
- An exceptional offer for post 16 students in Stafford
- Vast experience gained in working collaboratively for over 20 years
- Schools where Ofsted has already identified that outcomes and aspirations are high
- Common approach to Quality Assurance procedures
- Link to recent local economic growth and inward investment creating opportunities for school leavers.

#### Weaknesses

- Travel is time consuming (offset to a degree by the way we timetable lessons)
- Students may not be able to study all chosen subjects on one site
- Funding at Sixth Form has been reduced over recent years and remains a key concern.
- Transport infrastructure developments in the local area will create short term transportation concerns for students and staff.

#### Opportunities

- Develop and expand collaboration to the 14-19 age group
- Involve more institutions in the Partnership for delivery including training providers and local universities
- To involve new education providers in Stafford in the work of the Partnership
- To work more with local businesses and Local Enterprise Partnership (LEP) to address the employment and skills needs
- Local house building programmes and service personnel relocating to MOD Stafford could increase the number of 14-19 students.

#### Threats

- Upper age year groups still relatively small due to the lower birth rate.
- Plans for additional school places in Stafford outside of the partner schools
- Frozen funding for 16-19 education sector, which could realistically result in staff reductions in schools, colleges and other training providers. Increasing to £4,188 in August 2020 but schools/academies will only receive new rate part way through the financial year.

### Projected Year 12 Numbers in 2019-2024

We know that numbers in the sixth form are still relatively low, due to the lower birth rate in current upper years. It is not until 2020 or 2021 that the numbers coming through secondary school will give a larger cohort from which to draw into the sixth form, which is a good reason why the Partnership must encompass the 14-19 age groups in all partner institutions.

Current predicted Year 11 numbers for 2019-2024:

|                  | Sep-19     | Sep-20     | Sep-21     | Sep-22     | Sept-23    | Sept-24    |
|------------------|------------|------------|------------|------------|------------|------------|
| BW               | 153        | 141        | 163        | 164        | 193        | 186        |
| GB               | 171        | 170        | 176        | 178        | 205        | 180        |
| KE               | 111        | 135        | 109        | 108        | 162        | 120        |
| SM               | 60         | 57         | 68         | 97         | 90         | 90         |
| WR               | 151        | 167        | 164        | 181        | 193        | 200        |
| <b>Total Y11</b> | <b>646</b> | <b>670</b> | <b>680</b> | <b>728</b> | <b>843</b> | <b>776</b> |

### Potential Numbers in Y12

|                  | Sep-19     | Sep-20     | Sep-21     | Sep-22     | Sept-23    | Sept-24    |
|------------------|------------|------------|------------|------------|------------|------------|
| BW               | 61         | 56         | 65         | 66         | 77         | 74         |
| GB               | 68         | 68         | 70         | 71         | 82         | 72         |
| KE               | 44         | 54         | 44         | 43         | 65         | 48         |
| SM               | 24         | 23         | 27         | 39         | 36         | 36         |
| WR               | 60         | 67         | 66         | 72         | 77         | 80         |
| <b>Total Y12</b> | <b>258</b> | <b>268</b> | <b>272</b> | <b>291</b> | <b>337</b> | <b>310</b> |

These calculations are based on figures supplied by the partner schools and take into account potential increases from house building programmes in the town.

## Curriculum Programme over Five Years

Overall, given what we currently know, it should be possible to maintain and enhance the current curriculum programme for five years. There will be a few courses which, because of demand, may not be viable, but it is our hope and intention that subjects such as Modern Foreign Languages and Music would be protected against this despite currently attracting only small numbers. It is the current hope of the PEG to introduce a new D&T A-level for September 2021. MFL is currently on hold due to Covid-19.

Given the changes to A-level entry and the requirements of universities, a majority of students will follow only three A-levels or equivalents, thus reducing the demand for courses experienced in previous years, when students often sat an additional AS level.

## Funding

There is always uncertainty in setting out the financial plan for the post 16 offer for a number of reasons:

- Funding under the Coalition Government was cut to circa £4,000 per student and the only assurance given is to freeze funding for post-16; however, costs continue to increase: staffing costs with incremental drift, higher NI payments and pension contributions etc., are only part of the picture which includes rising costs in terms of utility bills and resources. The amount is increasing to £4,188 from August 2020 however, schools/academies will not receive this new rate until part-way through the financial year.
- Whilst there is every opportunity to consolidate the Sixth Form offer in Stafford, the opportunities for expanding this and developing the model further to cover the full 14-19 curriculum will depend on the proactive promotion to attract and engage with new partners, which may include any new education providers in Stafford.
- In addition to any funding received from the Stafford Education Centre Charity, it would be incumbent on the Bursar, 14-19 Manager and Curriculum Managers Group (CMG) to seek to source additional forms of funding to support the curriculum programme and associated provision.

## Profile of Other Providers

How does the current offer of the Stafford 14-19 Partnership add to that already available in the town and district?

- Stafford College offers a very wide range of level 3 vocational courses and a relatively new offer of A-level courses
- In the private and selective sector parents can opt to send their children to Stafford Grammar, Adams Grammar and Newport Girls School.
- There are some local schools (Walton, Alleynes and Burton Borough) who also offer A-levels in their independent Sixth Forms
- In the wider area there is a Sixth Form College in Stoke-on-Trent and South Staffordshire College also offers vocational courses post-16.

## Advantages of a wider 14-19 Partnership

SCC has identified in its 'Education and Skills Strategy for Staffordshire 2018 – 2022' that it is important to "...promote the partnerships and networks to lead, improve and develop education and skills in Staffordshire." The experience that the partners already have in succeeding in strong collaborative working will prove useful in developing the model in the next five years; this is another reason for us wishing to request a commitment to support from the SECC for the next five years.

What the Partnership can offer above other sixth forms is the over-arching operational team of a management committee, administrative support and bursar, which allows for the successful collaborative working relations, giving the additional value of the organisation. This brings several advantages:

- It offers an outstanding choice of academic A-level courses for post-16 learners which are delivered by experienced teaching staff with excellent subject knowledge, which enables minority subjects to run. It will also offer to pilot an alternative curriculum offer for 14-19 students.
- Students have the opportunity to experience learning in other centres beyond their own and access subject specialisms located at the school which has the best resources to deliver that subject. Each student receives individual tutorial support, including independent IAG support through UCAS and careers guidance and an extensive Enrichment programme.
- There is an IT infrastructure in place to monitor attendance and progress, which offers data for an established quality assurance programme. This has led to a track record of good results through timely intervention when underachievement is identified and regular dialogue and monitoring of progress and attendance between partners at several levels and at regular intervals.
- Through the existing groups who work collaboratively there are extensive opportunities to share good practice, develop robust quality assurance systems and enjoy collaborative curriculum delivery. The Curriculum Managers Group [CMG] already uses meeting time to consider curriculum issues from across the secondary range including opportunities for G&T provision and for the development of opportunities to reduce the numbers of students in danger of becoming NEET in Stafford.



## 6. Marketing

There are advantages to marketing the offer that Stafford Schools can provide for post-16 students: in attracting more students it makes courses more viable and allows them to access better resources. We have a unique selling point in that we can offer students both the opportunity to remain within their own school, or expand their horizons and study in other centres, giving them a taste of working with new teaching staff and other students, which is good preparation for those who may progress into higher education. Partners are currently developing strategies to ensure that all students and parents understand the unique and wide ranging offer. Through a common prospectus, flyers, the internet and the press, the offer will be publicised as widely as possible. The 'Stoke-on-Trent and Staffordshire Strategic and Economic Plan (April 2018)' states "...the LEP has developed a Skills Strategy (July 2016) to help develop partnerships we have with local education providers and ensure that schools, further and higher education providers all work closely with business so that people can access jobs and training.

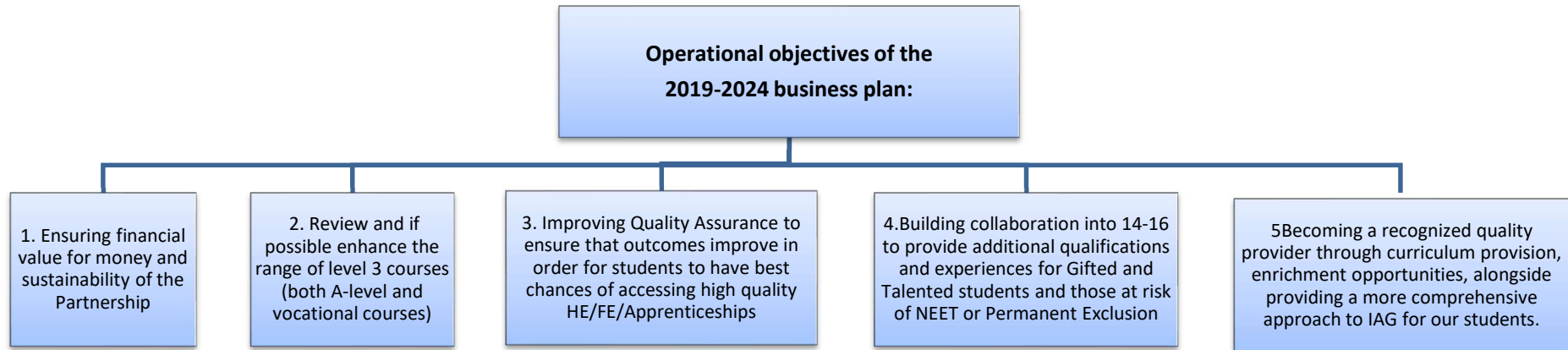
### Strategy

We should be aware that:

- We can offer a curriculum programme that is unique in the county with at least five 11-18 providers working in such close collaboration
- Attracting students into partner schools will ensure viability of the curriculum programme
- What we offer has a proven track record for success, especially in the support strategies for students as well as academic success
- We already know that there will be growth in the market from new housing
- We will seek to develop appropriate relationships with local press, businesses and developers
- There are marketing representatives within the schools who focus on methods and developing a strategy to reach parents and students, so they understand fully the context to the decision being made for post-16 education.
- Opportunities for communicating directly with people, such as open evenings, need to be well advertised and timely so that they influence the right people at the appropriate time. All points of access will comply with GDPR

## 7. Future Development: The Timeline

The five operational objectives, which are derived from the six partnership objectives identified on page 10 in the business plan, are the focus of our work:



Page 24

### Year 1: (2019-2020) Consolidate and Enhance

See Action Plan below. To further enhance all aspects of the 16-19 provision whilst planning pilot projects for the 14-16 Plan to further build on the success of the last 5 year business plan.

### Year 2: (2020-2021)

To put in place plans worked on in Year 1: to roll out pilot projects for 14-16 learners (at risk of NEET & Permanently Excluded as well as G&T students). To address concerns raised from Quality Assurance and further strengthen quality of Level 3 Teaching. Seek to ensure closer liaison with local LEP and skills advisory panel.

### Year 3-5: (2021-2024)

To review work of Year 2 Plan, adjust targets, maintain focus on key objectives and take corrective actions where appropriate.

During 2019/2020 there is an opportunity to embed the developments highlighted in the operational action plan and ensure that targets are being met so that there are fewer disengaged students in 14-16 education and an increase in the percentage of 16-19 year olds continuing education, training or employment with training. Performance indicators will include national level 3 measures and level 3 value added, but also GCSE, Progress 8 and NEET measures.

Relationships with stakeholders are developed to ensure that 14-19 students benefit from the most appropriate education and training. Quality assurance will ensure

that there is sufficient high quality provision at all levels.

Embed processes of evaluation and reviewing, with regular reports to Governance Forum and Trustees.

The key teams within the Partnership will be ready to put into place the issues outlined above, having brought key stakeholders and providers on board. These may include further 14-19 providers, colleges, Entrust Skills & Employability team, Careers Enterprise Company (CEC), local training providers and universities.

Curriculum developments will reflect government reforms and also the aims to develop opportunities for 14-19 year olds.

As the five-year cycle comes to the end of its period it will be time to reflect and review what has been achieved and begin to plan for the next five years. As the educational landscape has moved on and new initiatives will move to the forefront of planning and priorities will have progressed. Consider the local and national needs that will be highlighted through the Industrial Strategy 2017 that states 'It will help young people develop the skills they need to do the high-paid, high-skilled jobs of the future. It backs our country for the long term: creating the conditions where successful businesses can emerge and grow and helping them to invest in the future of our nation'. At the heart of the new business plan will be educational policies such as Keeping Children Safe in Education; CEIAG Policy; Alternative Provision requirements; SEND Code of Practice; and Participation of Young People in Education, Employment or Training Statutory Guidance and providing young people of Stafford with the very best education in Staffordshire and nationally.

To support this we will further endeavour to build links with the LEP, other local employers, training providers and educational establishments that would enhance the opportunities for the young people of Stafford. The 'Stoke-on-Trent and Staffordshire Strategic and Economic Plan (April 2018)' states "We will continue to work with Universities, Colleges, Schools, and Providers to help tackle low productivity, raise aspirations and grow a positive culture of innovation and research within the region."

## Operational Action Plan 2020-2021

| Objective 1   | Tasks   | Success Criteria   | Time Frame | Body Responsible  | Resources      |
|---|---|--|------------|---|----------------|
| Ensuring financial value for money and sustainability of the Partnership. | Continue to accurately assess income and expenditure and report to appropriate bodies in the Partnership and Governance Forum.        | <ul style="list-style-type: none"> <li>Relevant Partnership bodies will have timely reports in order to be able to plan for financial stability and efficacy.</li> </ul>   | 06/2021    | PEG & Partnership Finance Group (PFG)                   | Meeting Time.  |
|   | Explore further potential funding streams to add to the Partnership.  | <ul style="list-style-type: none"> <li>Establish links with the Stoke-on-Trent &amp; Staffordshire Local Enterprise Partnership (LEP), the Careers Enterprise Company and the Careers Hub work and local employers.</li> </ul> | 06/2021    | Bursar, 14-19 Manager & Curriculum Managers Group (CMG) | Research Time. |
|   | Plan strategies to increase intake of students into Partnership in order to enhance sustainability of partnership and increase income | <ul style="list-style-type: none"> <li>Numbers of students coming into the Partnership increase in at least two schools</li> </ul>   | 09/2021    | PEG, CMG, CGS   | Meeting time   |

| Objective 2  | Tasks  | Success Criteria   | Time Frame                                    | Body Responsible                                | Resources   |
|--|--|--|---|---|---|
| Review and if possible enhance the range of level 3 courses (both A-level and vocational courses). | Develop pre-16 school to school liaison to encourage students to stay and move within the Partnership.   | <ul style="list-style-type: none"> <li>Students have experience of attending all schools (transition visits) in the Partnership. Barriers are lowered, fears are eased.</li> <li>Taster sessions take place in centres who are sole providers of a course (e.g. French, Computing).</li> </ul> | Summer term 2020 and ongoing into autumn term | 14-19 Manager & Curriculum Group Students (CGS) | Transport and staff accompanying.                                 |
|  | Continue to develop subject hubs for sharing of good practice, develop opportunities for professional development.                                       | <ul style="list-style-type: none"> <li>Subject leaders can meet, share practice and jointly plan schemes of work.</li> <li>Consider common exam boards where subjects at risk.</li> </ul>  | 09/2021 – ongoing                             | CMG   | Meeting time allocated on all school calendars.                   |
|  | Seek to develop sufficient L2 and L3 provision across the partner schools which address the skills requirement of local and national business, including | <ul style="list-style-type: none"> <li>Establish links with the LEP and local employers.</li> <li>Work experience provided for 14-19 students that is career related, to provide a realistic experience of the world of work.</li> </ul>   | 09/2021 – ongoing                             | 14-19 Manager & Career, Information,            | Work experience coordination within each of the schools – meeting |

|  |   |  |                |  |   |
|--|---|--|----------------|--|---|
| <p><b>Objective 2 cont....</b></p> <p>Review and if possible enhance the range of level 3 courses (both A-level and vocational courses).</p> | <p>engineering and STEM subjects.</p>   | <ul style="list-style-type: none"> <li>Secure STEM, Career Enterprise Company (CEC) and Apprenticeships IAG.</li> <li>Explore the viability of level 2 and 3 qualifications within schools that have a direct route to A-level provision and L3 vocational provision in line with local labour market needs (D&amp;T course would offer more breadth to the offer if possible).</li> </ul> |                | <p>Advice and Guidance (CIAG) leads in schools</p> | <p>time.</p> <p>Planning time and Teacher time to deliver.</p>  |
|  | <p>Further enhance and respond to systems to capture learner voice to support responsiveness and range of provision.</p>  | <ul style="list-style-type: none"> <li>Partnership wide student voice questionnaire using online questionnaire software.</li> <li>Review of feedback from the student questionnaire.</li> <li>Focus student groups to discuss aspects of student voice.</li> </ul>   | <p>09/2021</p> | <p>14-19 Manager &amp; CGS</p>                     | <p>Planning time and questionnaire production.</p> <p>Time to collate and analyse results, feedback to decision makers.</p> <p>Transport.</p> |
|  | <p>Research technical requirements and staff requirements for delivery of accredited online courses that can complement A-level studies; plan trial so the Partnership can develop curriculum extension through e-learning.</p> | <ul style="list-style-type: none"> <li>Some actions incomplete and continuing due to Covid 19. Research technical requirements and staff requirements for delivery of accredited online courses that can complement A-level studies.</li> </ul>  | <p>09/2021</p> | <p>CMG &amp; CGS</p>                               | <p>Research time and subscription to suitable courses.</p>  |

| Objective 3   | Tasks  | Success Criteria  | Time Frame    | Body Responsible | Resources  |
|---|--|---|---------------|------------------|--|
| Improving Quality Assurance to ensure that outcomes improve in order for students to have best chances of accessing high quality HE/FE and apprenticeships. | Monitor and review the quality of provision of learning in schools, provide support and ensure that there is challenge where there is cause for concern. | <ul style="list-style-type: none"> <li>• QA systems are further enhanced and shared within all Partnership schools for delivery of sixth form courses.</li> <li>• Further Lesson observations and learning walks as elements of monitoring provision to inform practice.</li> <li>• Use of targeted Exam Board CPD to support and develop staff.</li> <li>• Further development of Teaching and Learning (T&amp;L) policies to include Teacher Improvement Plans.</li> <li>• Further development of data analysis across the Partnership to ensure intervention is more effective</li> <li>• The Transition Challenge is embedded in all subjects at the start of Year 12 to ensure students are better prepared for the demands of A-Level and Level 3 BTEC study</li> </ul> | Ongoing       | CMG & CGS        | Joint lesson observation opportunities for subjects delivered by Partnership Teachers, by CMG members – cover and subsequent meeting time to action. |
|   |  |   | Termly        |                  |  |
|   |  |   | As they occur |                  |  |
|   |  |   | 09/2021       |                  |  |
|   |  |   | Ongoing       |                  |  |
|   |  |   | 10/2020       |                  |  |

Page 28

| Objective 4  | Tasks  | Success Criteria   | Time Frame | Body Responsible                                  | Resources          |
|--|--|--|------------|---|--------------------|
| Building collaboration into 14-16 to provide additional qualifications and experiences for G&T students and those at risk of NEET or | Audit current provision across the Partnership to see what activities/provision is available for G&T Students. Also, to see where provision can be shared with other centres within the Partnership. | <ul style="list-style-type: none"> <li>• More opportunities provided for G&amp;T students, encouraging them to stay within the Partnership for Sixth Form</li> </ul> | 12/2020    | PEG (in liaison with appropriate leads in school) | Time               |
|  | Explore possibilities of bringing appropriate G&T leads together to draw up Partnership plan/provision   | <ul style="list-style-type: none"> <li>• A more coherent approach to provision for G&amp;T students across the Partnership</li> </ul>                                | ongoing    | CMG   | Meeting/cover time |

|                      |  |  |              |                            |   |
|----------------------|--|--|--------------|----------------------------|---|
| Permanent Exclusion. | Continue to source providers of alternative provision (AP) to ascertain availability, efficacy and cost of AP courses.   | <ul style="list-style-type: none"> <li>Link with existing European Social Fund (ESF) provisions and engaging with wider partners.</li> </ul>   | From 09/2020 | 14-19 Manager              | Partnership Manager Time                |
|                      | Audit pilot projects begun in Year 1 and assess success.   | <ul style="list-style-type: none"> <li>Students are maintaining attendance at providers. Feedback is favourable.</li> </ul>  | 10/2020      | Chairs group               | Time                                    |
|                      | Develop and implement strategies to improve participation and retention of young people from vulnerable groups including Children in Care and those with specific needs. | <ul style="list-style-type: none"> <li>Begin an inter partnership enrichment programme to develop 14-16 year olds' confidence and employability skills.</li> <li>Identify vulnerable groups, focus IAG and provide targeted subject support materials and intervention as required.</li> </ul> | Ongoing      | 14-19 Manager & CIAG Leads | Meeting time, transport between centres |

| Objective 5   | Tasks  | Success Criteria  | Time Frame             | Body Responsible           | Resources  |
|---|--|---|------------------------|----------------------------|--|
| Becoming a recognized quality provider through curriculum provision, enrichment opportunities, alongside providing a more comprehensive approach to IAG for our students. | Develop further the ways of working with local employers to improve KS4 vocational learning that addresses local employer needs.   | <ul style="list-style-type: none"> <li>Develop links with Stoke &amp; Staffordshire NHS trust.</li> <li>Develop further links with the Careers Enterprise Company.</li> </ul>   | Ongoing<br>Autumn 2020 | 14-19 Manager & CIAG Leads | Meeting time<br>Refreshments<br>Location & parking                           |
|   | Research suitable programmes to increase the percentage of learners progressing to higher education including from vulnerable groups, working with Entrust Skill & Employability Team (Careers) and Partnership IAG coordinators as part of IAG Hub. | <ul style="list-style-type: none"> <li>Provide representation at all Post 16 events in Partnership schools with corporate branding of all materials.</li> <li>Review curriculum offer to include a variety of L3 qualifications that meet the needs of learners and the local labour market.</li> </ul> | 12/2020<br>Summer 2020 | 14-19 Manager<br>CMG       | Preparation time and availability at post 16 evenings<br>Meeting time        |
|   | Review and develop further transition planning and processes the end of KS4 and KS5.   | <ul style="list-style-type: none"> <li>Review of transition arrangements through the Curriculum Group Students (CGS).</li> <li>Review of Transition challenge.</li> <li>Effective course induction developed and delivered.</li> </ul>  | 09/2020<br>00/2020     | CGS & CMG                  | Use of schools and Partnership websites to host materials                    |
|   | Monitor and review the quality of impartial IAG available to 14-19 year-old students.  | <ul style="list-style-type: none"> <li>Increased use of online careers platform across all centres using it. Audits will show increase in usage.</li> </ul>   | 06/2021                | CGS & CMG                  | ICT facilities in school, cost of online careers platform across all centres |

## 8. Funding

Sixth form students are funded directly by Education and Skills Funding Agency (ESFA) and each student receives a rate of approximately £4,000, rising to £4,188 part-way through the 2020/2021 financial year. This is based on each student attending school for at least 540 planned hours per year. The funding does not take into account whether any of the qualifications we offer within the Partnership are costlier to deliver (such as science, technology and practical subjects) and this payment has to include all additional support that a student would expect, such as enrichment, tutorial, careers advice and other IAG. Schools find it increasingly difficult to support sixth form provision from their budgets.

In the medium term, we would look for additional funding which may be available from grants or local agencies but to support the work of the partners we request that we continue to receive the funding contribution from the Stafford Education Centre Charity, which has supported the work of 16-19 education through the Partnership for a number of years.

The request being made for 2020-2021 is for a sum of up to **£155,624.00** from the SECC to support the next year of the five year plan as we continue to deliver the curriculum and pastoral offer that students of the Partnership are able to access and develop further opportunities for collaborative working specifically for the 14-16 age group. As last year, we request the assurance of funding from the SECC on a rolling, five year basis, in order to allow for the continued development of the work of the Partnership, whilst welcoming the addition of any new organisations that will enhance the curriculum provision for the young people of Stafford. We acknowledge this is a significant increase on the sum awarded last year from the SECC, but we have managed to reduce this by £29,868 from the anticipated sum we had calculated last year due to the contribution of surpluses which are available following the end of the financial year 2019-2020; this increase will help to develop and deliver a wider alternative curriculum for Stafford's 14-19 year old cohort.

This funding would be used for:

- Management Team (Partnership Manager, Bursar, Clerical Assistant)
- Marketing, equipment and premises
- Support for delivery of minority subjects
- Development of collaborative extra-curricular and curriculum opportunities for 14-19 students including the development of a 14-16 plan which seeks to respond to the needs of G&T and talented students and to address students at risk of NEET or permanent exclusion
- Delivery of the operational action plan.



## **Management Team**

One of the key reasons why collaboration in Stafford has proved to be successful and effective is the core staff, the Management Team. The Management Team now has its office in one of the Partner schools, Stafford Manor High School.

## **Partnership Manager (Part time)**

The role is to work with partner leaders and governors to be a catalyst to expand delivery, an ambassador in expanding the 14-16 provision, provide leadership for the Partnership by calling meetings, ensuring robust data is available to partners, ensuring the vision is shared, understood and acted upon effectively by all partners, to translate values and visions into objectives and operational plans to develop and improve the Partnership, and to monitor and review the curriculum, keeping abreast of national and local developments. There is a day-to-day role in supporting students, staff and partner leaders to ensure that curriculum provision is engaging and appropriately challenging, with effective quality assurance and robust monitoring of progress, to ensure that the Partnership works within its budget, to organise transport, the application process and analyse data and results. The role also involves keeping the systems used for data exchange (SIMS), applications, timetabling across partners running smoothly. The manager distributes necessary information such as the calendar and ensures that relevant staff are aware of deadlines, including administrative, examinations and teaching staff.

## **Bursar (Part time)**

The bursar works in collaboration with finance staff and business managers from all partners to ensure that there is a robust and cost-effective budget for the Partnership, and ensures that fees for students who follow courses away from their own school are transferred. Also ensures the Partnership has robust processes, accountability and is meeting all audit requirements.

## **Clerical Assistant (Part time)**

The Clerical Assistant's role ensures the smooth running of the Partnership on a day-to-day basis. The job includes organising and recording meetings, keeping the website up-to-date.

## **Accountability**

In terms of accountability, the Management Team work in accordance to the strategic planning from the Partnership Executive Group and their work is scrutinized by the Partnership Governance Forum. Further to this the budget and outcomes of the Partnership would also be presented annually to the Partnership Governance Forum for their scrutiny.

**Funding**

Total request: £155,624 (contribution from the SECC to be considered and approved by the Charities and Trusts Committee).

**Estimated Budget for 2020-21**

| <u>Income</u>  |                     |
|--|---------------------|
| Funding for courses  | £1,194,447.00       |
| Revenue balances from 2018-19  | £54,109.00          |
|  | £1,248,556.00       |
| <u>Expenditure</u>   |                     |
| Teaching   | £796,720.00         |
| Teaching Support/Learning Resources/Enrichment   | £397,727.00         |
| Shortfall on teaching costs*   | £36,864.00          |
| Partnership Overheads**  | £117,271.00         |
| KS4 Alternative Provision and G&T Project***   | £55,598.00          |
| Total Expenditure  | £1,404,180.00       |
| <b>Deficit</b>   | <b>-£155,624.00</b> |
| * Shortfall due to low numbers attending central partnership courses and no student income |                     |
| ** Management team salaries, rent, utilities etc.  |                     |

\*\*\*

Taster sessions with alternative providers, Partnership visits, university trips, visits to Apprenticeship Programme providers, access to alternative provision courses. Note - due to COVID19, a number of activities which were underway were not completed. The budget carries forward the £19,078 of funding which Partner schools had not received from the central Partnership budget at the time of the closure to enable activities they were running to be completed and related financial obligations to be met and also £3,500 for Term 2 of the Level 1 Hairdressing course, arranged by the central partnership team, which was already underway at Francesco.

Total request: £191,294 (contribution from the SECC to be considered and approved by the Charities and Trusts Committee).

### Estimated Budget for 2021-22

| <u>Income</u>  |                     |
|--|---------------------|
| Funding for courses  | £1,184,157.00       |
| Revenue Balances from 2020-21  | £0.00               |
|  | £1,184,157.00       |
| <u>Expenditure</u>   |                     |
| Teaching   | £798,200.00         |
| Teaching Support/Learning Resources/Enrichment   | £385,957.00         |
| Shortfall on teaching costs*   | £45,286.00          |
| Partnership Overheads**  | £106,088.00         |
| KS4 Alternative Provision and G&T Project***   | £39,920.00          |
| Total Expenditure  | £1,375,451.00       |
| Deficit  | <b>-£191,294.00</b> |
| * Shortfall due to low numbers attending central partnership courses and no student income   |                     |
| ** Management team salaries, rent, utilities etc.  |                     |
| *** Taster sessions with alternative providers, Partnership visits, university trips, visits to Apprenticeship Programme providers, access to alternative provision courses. |                     |

## 9. Appendix

### 9.1 Excerpts from recent Ofsted Reports

Teachers create a positive learning environment. Pupils are well supported and readily engage with staff about how they can improve. Teachers demonstrate good subject knowledge and provide clear explanations to pupils.

Inspectors observed a positive learning environment in the sixth form and a strong element of challenge.

Students are extremely positive about the sixth form and the support and guidance they receive.

When meeting with inspectors, students highlighted pastoral care as a strength and described how they are helped to achieve their next steps in education, training or employment. Retention rates in the sixth form are extremely high and students have access to a wide range of extra-curricular opportunities.

Teaching in the sixth form is consistently strong. Students benefit from small classes taught by expert teachers. They are extremely well supported.

Behaviour in the sixth form is exemplary. Students attend regularly and are very well motivated to succeed. They provide strong role models for younger pupils.

Work experience is well planned in the sixth form. Students are encouraged to start thinking about placements at the start of Year 12. Plans are refined throughout the year and most students obtain high-quality placements that complement their studies well.

The school's assessment information, confirmed by inspection evidence, indicates that students currently in Years 12 and 13 are making good progress because of strong teaching and high-quality support.

Students enjoy the sixth form. All who spoke with inspectors said that they were glad that they had joined the sixth form. Attendance is similar to the main school and students' behaviour and attitudes to learning are excellent.

Careers guidance for students once they have joined the sixth form is effective. Support for university applications is particularly strong.

Safeguarding is effective in the sixth form. Students know how to keep themselves safe and they consider various safety issues, including sex and relationships and the effects of alcohol and drugs, in weekly tutorial lessons where PSHE is taught.

The sixth form is well led and is improving as a result. Leaders make regular checks on the quality of teaching across the Stafford Sixth Form Partnership, which ensures that provision is effective regardless of where a subject is being studied. Leaders carefully track students' progress and intervene if they start to fall behind. Expectations of students are high.





**S T A F F O R D**

14-19 Partnership

## **Stafford Partnership Update – June 2020**

In September we reported post 16 results which overall were slightly below the previous years pass rate (95% compared with 98.1%). This was largely down to a small number of students. However, what was very pleasing was the significant increase in grades at the top end, with 42% of grades being awarded at A\*-B and an impressive 20% of all grades at A\*-A. A Level Students achieving A Levels at grades AAB or higher in at least 2 "facilitating subjects" was higher than the national average (15.6% compared with 14.8%). The average overall A level grade within the Partnership was C+, this is in line with the national average. Whilst we always aspire to do better, this was nonetheless a pleasing out-turn.

This past year has seen the further settling of our central team down at Stafford Manor. Great thanks go to Maggie, Lesley Hill and Anna Ward, who have gone from strength to strength in their new setting.

### **Objective 1: Ensuring financial value for money and sustainability of the Partnership.**

We have continued to reduce expenditure within the Partnership office, without impacting on the quality of provision. We have reduced the costs for our prospectus this year and significantly reduced the cost of the telephone services for the office. We are looking to access Stafford Manors broadband in the future, this will be another significant saving for us.

We have been working hard to raise the profile of the Partnership, Maggie has attended careers events held across the different schools. Heads of each sixth form have started to raise awareness with key stage 3 students of the Partnership and its benefits. Conversations have also started earlier and more frequently with key stage 4 students. Applications this year have increased.

**Target for 2020-2021** – Continue to establish links with the Stoke-on-Trent & Staffordshire Local Enterprise Partnership (LEP), the Careers Enterprise Company and the Careers Hub work and local employers and increase the number of students coming into at least 2 schools.

### **Objective 2: Review and if possible enhance the range of level 3 courses (both A-level and vocational courses).**

We completed Partnership wide Y10 student voice and collected 339 responses. The findings from this have influenced the strategies being used to raise awareness of the Partnership and IAG in the schools. We also used it to form the new prospectus and it has confirmed our need for a D&T based subject to be offered within the Partnership.

**Target for 2020-2021** – To further develop the transition visits between sites for key stage 4 students and taster sessions for sole provider subjects. This will be dependent on the COVID 19 restrictions throughout the year. We will also be working on improving work experience. We will be developing the use of online resources and teaching tools to enable students to access their learning in the current climate and moving forward.



## STAFFORD

14-19 Partnership

### **Objective 3: Improving Quality Assurance to ensure that outcomes improve in order for students to have best chances of accessing high quality HE/FE and apprenticeships.**

Our Quality Assurance mechanisms, whilst evolving, have had a clear impact on the quality of teaching and learning overall as can be seen from the figures above. Post-16 transition, and the raising of all aspects of challenge, have helped to prepare students for their rigorous post-16 studies. A new review/report system has been developed this year. There will be 5 review/reports over the 2 years. Each review will be collated onto a report table that can be sent home to parents to clearly show progress from each review point and allow for timely intervention where required.

**Target for 2020-2021** – Continue the rigorous checking of curriculums, feedback and intervention to raise standards across the Partnership.

### **Objective 4: Building collaboration into 14-16 to provide additional qualifications and experiences for G&T students and those at risk of NEET or Permanent Exclusion.**

The pilot NEET and gifted and talented project is underway with schools placing bids for funding to support their activities to raise the aspirations of these students. We have been pleased to facilitate students visiting Russel Group and other very competitive universities across all the partnership schools, and have secured placements for alternative provisions for students who benefit greatly from this form of education. We are also delighted to be working with the Francesco Group and have created a package of alternative provision to offer to our students. Unfortunately, due to the COVID 19 pandemic, not all of the planned activities have been able to be completed this year. However, we look forward to resuming this as soon as it is safe to do so.

**Target for 2020-2021** – Continue to develop and provide more opportunities for these students. Continuing the pilot started in 2019-2020 that was unfortunately cut short due to the pandemic.

### **Objective 5: Becoming a centre of excellence for curriculum extension through e-learning and other enrichment opportunities, alongside providing a more comprehensive approach to IAG for our students.**

3 of the 5 Partners have been using Unifrog this year and have found it to be an excellent resource for both sixth form and lower school IAG. We hope another one will come on board with it this year. With this tool we can improve the UCAS application process across the Partnership and this year hope to utilise it to share student references more effectively.

Maggie Smart passed her mini bus license and has already used it to accompany Y12 Health and Social Care Students to a day centre for adults with learning difficulties. This was an invaluable hands on experience for the students to assist their comprehension of the theory for their units. They thoroughly enjoyed the experience of meeting and working with the people who both volunteer there, and attend the day centre. These students have also completed their St John's Ambulance Essential First Aid – all age's certificates on Thursday 12<sup>th</sup> December 2019. This is a great opportunity for the students to learn life skills that adds to their CV's and UCAS applications, as well as contributing towards their course.

**Target for 2020-2021** – Create virtual Partnership representation for opening evenings and careers events. Develop the use of Unifrog across the Partnership schools, utilising more of its e-learning opportunities, such as MOOCs.



**Charities and Trusts Committee – 09 September 2020**

**Endowment Charity Funds Annual Accounts 2019/20**

**Report of County Treasurer**

**Summary**

1. This report presents the 2019/20 Annual Accounts for each of the Endowment Charity Funds 'Charities' where Staffordshire County Council ("the Council") has been appointed Sole Trustee (also referred to as Custodian Trustee).

**Recommendations**

2. That the Charity and Trusts Committee approve the 2019/20 Annual Accounts for the 9 Charities where the Council is the Custodian Trustee (**See Appendix 2**).
3. That the Charity and Trusts Committee approve the Trustee's Annual Reports for the 3 Charities, which are required to submit such to the Charity Commission.

**Background**

4. The Council is the Custodian Trustee for 9 Charities and also administers the funds of several other Charities, including those where there may only be land and/or buildings. These 9 Charities were typically set up for education purposes. As Custodian Trustee, the Council is responsible for directing the affairs of the Charities, ensuring they are solvent and well-run and that they deliver the charitable objectives for the benefit of those for whom they were intended.
5. The County Treasurer is responsible for the day to day financial affairs of the Charities i.e. the collection of income and ensuring that any expenditure payable is in accordance with the Application of Income stated in the Trust Deed. The County Treasurer is also responsible for the production of Annual Accounts.
6. The Charity and Trusts Committee, in fulfilling its role, as Custodian Trustee for the 9 Charities, is required to approve their Annual Accounts. The Annual Accounts include a Statement of Income and Expenditure for the 2019/20 financial year and a Summary of Investments as at 31 March 2020.

7. Additionally, Charity Commission regulations state that charities with income levels of over £25,000 must submit a copy of their annual accounts, their trustee's annual report and a report from an independent examiner or auditor.
8. Currently 3 of the 9 Charities fall within this category and their reports have been included for approval by the Committee. These have been audited by the Staffordshire Audit Service, acting as the Independent Auditor, prior to submission to the Charity Commission.

**Rob Salmon**  
**County Treasurer**

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Contact : Melanie Stokes / Helen Wilson  
Telephone No. (01785) 276330 / 895411

**Equalities Implications:** None identified.

**Legal Implications:** Charity trustees have a duty to act solely in the best interests of the Charity and its beneficiaries with a view to furthering its charitable purposes and for no other purpose. They must also ensure that any charitable assets are managed independently and prudently in accordance with their charitable purpose and any restrictions in the charity's governing document.

**Resource and Value for Money Implications:** The Committee may provide for the relevant Charity's income and capital to be put towards meeting any reasonable expenses properly incurred when acting on behalf of the Charity.

**Risk Implications:** Decisions made by the Committee must be made in its capacity as Trustee only and must ensure that any decisions are made in accordance with the Charities Act 2011 and Charity Commission guidance.

**Climate Change implications:** None identified.

**Health Impact Assessment Screening:** No direct implications.



**BREWOOD EDUCATIONAL ENDOWMENT - TA0093****Statement of Income & Expenditure for the period 1 April 2019 - 31 March 2020**

|   | £                  | £                              |
|---|--------------------|--------------------------------|
| Balance on temporary investment b/fwd 1 April 2019  |                    | 32,934.95                      |
| <b><u>Income</u></b>  |                    |                                |
| Interest on permanent Investments   | 71,167.67          |                                |
| Interest on temporary Investments   | <u>155.84</u>      | 71,323.51                      |
| <b><u>Expenditure</u></b>   |                    |                                |
| Legal charges   | 0.00-              |                                |
| Clerking fees   | (410.00)           |                                |
| Discretionary Grants to Schools   | <u>(69,305.11)</u> | <u>(69,715.11)</u>             |
| Surplus Income on temporary Investment with<br>Staffordshire County Council at 31 March 2020    |                    | <u><u><b>34,543.35</b></u></u> |
| <b><u>Farm Reserve Funds</u></b>  |                    |                                |
| Major Repair Fund on temporary Investment with<br>Staffordshire County Council at 31 March 2020 |                    | <u><u><b>2,703.91</b></u></u>  |
| Minor Repair Fund on temporary Investment with<br>Staffordshire County Council at 31 March 2020 |                    | <u><u><b>786.01</b></u></u>    |

| <u>Permanent Investment Type</u>        | <u>Purchase Price</u> | <u>Nominal Value</u> | <u>Unit Value as at 31 Mar 20</u> | <u>Market Value as at 31Mar 2020</u> | <u>Forecast Annual Income</u> | <u>Due</u>      |
|---|-----------------------|----------------------|-----------------------------------|--------------------------------------|-------------------------------|-----------------|
|   | £                     | £                    | £                                 | £                                    | £                             |                 |
| COIF Investment Fund Accumulation Share | 203.33                | 147.33               | 16,661.64                         | 24,547.59                            | 0                             |                 |
| COIF Investment Fund Income Shares      | 1,245,368.50          | 138,647.35           | 1,485.64                          | 2,059,800.49                         | 72,596                        | jun/sep/dec/mar |
| Total Market Value as at 31 March 2020  |                       |                      |                                   | <u><u>2,084,348.08</u></u>           | <u><u>72,596</u></u>          |                 |

## Trustee's Annual Report for the period: 1 April 2019 until 31 March 2020

### Administration details

|                             |  |
|-----------------------------|--|
| Charity name                | <b>Brewood Educational Charity</b>                                   |
| Charity registration number | <b>518038</b>  |
| Charity principal address   | <b>2 Staffordshire Place, Tipping Street,<br/>Stafford, ST16 2DH</b> |

### Objective

|                          |   |
|--------------------------|---|
| Governing document       | <b>Title Deed registered with Charity Commission on 7 July 1986 as varied by Scheme dated 30 September 1992.</b>  |
| Objective of the Charity | <b>To provide such special benefits of any kind not normally provided by the Local Education Authority for any secondary school (excepting the Brewood Middle School) serving in the area of parishes of Brewood, Stretton, Featherstone, Shareshill and Codsall as may from time to time be agreed between the School Governors and the Trustees.</b><br><b>Also to promote the education of persons under the age of 25 who are in need of financial assistance and who have not for less than 2 years at any time either attended any secondary middle school (except Brewood Middle School) which serves or has served the said area.</b> |

### Structure, governance and management

|                    |   |
|--------------------|---|
| Registered Trustee | Staffordshire County Council  |
| Managing Trustees  | Managing Trustees are Teachers, Governors or representatives appointed from time to time to represent each school.<br>Criminal Records Bureau checks were carried out prior to commencement of their involvement. |

Schools represented were:

Wolgarston High School

Codsall Community High School

Cheslyn Hay Sport and Community High School

Blessed William Howard Catholic High School

### **Financial details**

To achieve the objectives of the charity, the Managing Trustees met twice a year to consider requests and allocate the discretionary awards and grants.

The financial statements were supplied and analysed by the Managing Trustees minimum twice a year.

During the 2019/20 financial year, total income received from permanent and temporary investments was £71,323.51 and total expenditure of £69,715.11 was allocated as discretionary grants towards the costs of items such as school trips, transport support and pastoral/mental health support.

### **Investments**

| Name of Investment            | Number of Units | Market Value at<br>31 March 2020<br>£ |
|-------------------------------|-----------------|---------------------------------------|
| COIF Accumulation Shares Fund | 147.33          | 24,547.59                             |
| COIF Investment Fund          | 138,647.35      | 2,059,800.49                          |
| Total Market Value            |                 | <b>2,084,348.08</b>                   |

### **Other information**

The Brewood Education Charity Endowment includes two additional funds on temporary investment with Staffordshire County Council called the Major and Minor Farm Reserve Funds.

The cash value of the funds as at 31 March 2020 is as follows:

|                                | £        |
|--------------------------------|----------|
| Major Repair Farm Reserve Fund | 2,703.91 |
| Minor Repair Farm Reserve Fund | 786.01   |

### **Independent Examination**

The financial accounts of the charity for the financial year 2019/20 were checked and approved by an independent examiner from the Staffordshire Audit Service.

Signed on behalf of the Charity Trustees

A handwritten signature in black ink, appearing to read 'M. A. Stokes'.

Full name: Melanie A. Stokes

Position: Head of Treasury and Pensions

Date: 12 August 2020



## **Independent Examiner's Report to the Trustees of Brewood Educational Charity - 518038**

I report to the trustees on my examination of the accounts of the Brewood Educational Charity Trust (the trust) for the year ended 31 March 2020.

### **Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Claire Scott  
Audit Assistant  
Internal Audit Services  
Staffordshire County Council  
Staffordshire Place 1  
Tipping Street  
Stafford  
ST16 2DH

Date: 10 July 2020

**RUGELEY EDUCATIONAL ENDOWMENT - TA0010**

**Statement of Income & Expenditure for the period 1 April 2019 - 31 March 2020**

|  | £             | £                       |
|--|---------------|-------------------------|
| Balance on temporary investment b/fwd 1 April 2019   |               | 84,182.44               |
| <u>Income</u>  |               |                         |
| Interest on permanent investments  | 81,725.15     |                         |
| Interest on temporary investments  | <u>414.97</u> | 82,140.12               |
| <br><u>Expenditure</u>   |               |                         |
| Discretionary Grants   | (8,664.38)    |                         |
| Financial Assistance   | (7,483.00)    |                         |
| Educational Equipment  | (30,215.31)   |                         |
| Sporting/Cultural Activities   | (34,254.62)   |                         |
| Education Visits   | (12,984.88)   |                         |
| Other services   | <u>(0.00)</u> | (93,602.19)             |
| <br>Surplus income on temporary investment with<br>Staffordshire County Council at 31 March 2020 |               | <u><u>72,720.37</u></u> |
| <br><u>Committed Expenditure</u>   |               |                         |
| (Please see attached breakdown for full details)   |               | (52,357.82)             |
| <br><b>Total available for expenditure at 31 March 2020</b>                                      |               | <u><u>20,362.55</u></u> |

**Summary of Investments**

| <u>Permanent Investment Type</u>           | <u>Purchase Price</u> | <u>Nominal Value</u> | <u>Unit Value</u> | <u>Market Value as at 31 Mar 2020</u> | <u>Forecast Annual Income</u> | <u>Due</u>      |
|--|-----------------------|----------------------|-------------------|---------------------------------------|-------------------------------|-----------------|
|  | £                     | Units                |                   | £                                     | £                             |                 |
| COIF Investment Fund Shares                | 1,504,736.04          | 159,215.19           | 1,485.64          | 2,365,364.55                          | 83,365                        | jun/sep/dec/mar |
| <br>Total Market Value as at 31 March 2020 |                       |                      |                   | <u><u>2,365,364.55</u></u>            | <u><u>83,365</u></u>          |                 |

**Trustee's Annual Report for the period: 1 April 2019 until 31 March 2020**

**Administration details:**

|                             |  |
|-----------------------------|--|
| Charity name:               | <b>Rugeley Educational Endowment</b>                                 |
| Charity registration number | <b>528603</b>  |
| Charity principal address:  | <b>2 Staffordshire Place, Tipping Street,<br/>Stafford, ST16 2DH</b> |

**Objective:**

|                          |   |
|--------------------------|---|
| Governing document:      | <b>Title Deed registered with Charity Commission on 31 March 1994 and as amended on 6 July 2017</b>   |
| Objective of the Charity | <b>To provide for any eligible school equipment and other items, services and facilities for such school and thereby advance education thereat. In otherwise promoting the education either generally or individually of beneficiaries. The Trustee shall apply income in awarding prizes to pupils in recognition of their academic, artistic, moral or physical achievements, thereby furthering their education. Area of Benefit shall mean the area of Rugeley. Eligible school shall mean any secondary school in the Area of Benefit. Beneficiaries shall mean persons under 25 years of age who are or who have been pupils of an eligible school.</b> |

**Structure, governance and management:**

|                    |   |
|--------------------|---|
| Registered Trustee | Staffordshire County Council  |
| Managing Trustees  | Managing Trustees are Teachers, Governors or representatives of the eligible schools appointed by each school.<br>Required checks were carried out prior to commencement of employment. |

Schools represented were :

The Hart School Academy

### **Financial details and summary of the allocation of funds**

The Managing Trustees met regularly to consider requests and to allocate awards and grants to individual pupils and to the school, to support various projects including the purchase of digital learning services, the award of student prizes and rewards and contributing to various educational visits.

The financial statements were supplied and analysed by the Managing Trustees three times during the year.

During the 2019/20 financial year, total income received from permanent and temporary investments was £82,140 and total expenditure was £93,602.

The details of the expenditure from the endowment are as follows:

| Area of expenditure                  | Amount<br>£   |
|--------------------------------------|---------------|
| Financial Assistance/ Grants/ Awards | 16,147        |
| Educational Equipment                | 30,215        |
| Cultural Activities                  | 34,255        |
| Educational Visits                   | 12,985        |
| <b>Total</b>                         | <b>93,602</b> |

### **Investments**

| Name of Investment   | Number of Units | Market Value as at<br>31 March 2020<br>£ |
|----------------------|-----------------|--|
| COIF Investment Fund | 159,215.19      | 2,365,365                                |

### **Additional information**

Managing Trustees also committed expenditure to the value of £52,358 towards individual school projects, which was unspent at the year end.

### **Independent Examination**

The financial accounts of the charity for the financial year 2019/20 were checked and approved by an independent examiner from the Staffordshire Audit Service.

Signed on behalf of the Charity Trustees

A handwritten signature in black ink, appearing to read 'M. A. Stokes'.

Full name: Melanie A. Stokes

Position: Head of Treasury and Pensions

Date: 12 August 2020

## **Independent Examiner's Report to the Trustees of The Rugeley Educational Endowment - 528603**

I report to the trustees on my examination of the accounts of the Rugeley Educational Endowment Trust (the trust) for the year ended 31 March 2020.

### **Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Claire Scott  
Audit Assistant  
Internal Audit Services  
Staffordshire County Council  
Staffordshire Place 1  
Tipping Street  
Stafford  
ST16 2DH

Date: 10 July 2020

**Stafford Education Centre Charity TA0141**

**Statement of Income & Expenditure for the period 1 April 2019 - 31 March 2020**

|  | £                 | £                            |
|--|-------------------|------------------------------|
| Balance on temporary investment b/fwd 1 April 2019   |                   | 61,073.68                    |
| <br><u>Income</u>  |                   |                              |
| Interest on permanent investments  | 149,455.25        |                              |
| Interest on temporary investments  | <u>385.60</u>     | 149,840.85                   |
| <br><u>Expenditure</u>   |                   |                              |
| Contribution to Stafford 14-19 Partnership 2019/20   | (94,508.00)       |                              |
| Disposal of Chetwyn Centre   | <u>(1,574.48)</u> | (96,082.48)                  |
| <br>Surplus income on temporary investment with<br>Staffordshire County Council at 31 March 2020 |                   | <br><u><u>114,832.05</u></u> |
| <br>Commitment to Stafford 14-19 Partnership 2019/20*  |                   |                              |
| <br>Total available for expenditure at 31 March 2020   |                   | <br><u><u>114,832.05</u></u> |

**Summary of Investments**

| <u>Permanent Investment Type</u>           | <u>Purchase Price</u> | <u>Nominal Value</u> | <u>Unit Value as at 31 Mar 2020</u> | <u>Market Value as at 31 Mar 2020</u> | <u>Forecast Annual Income</u> | <u>Due</u>      |
|--|-----------------------|----------------------|-------------------------------------|---------------------------------------|-------------------------------|-----------------|
|  | £                     | units                |                                     | £                                     | £                             |                 |
| **COIF Investment Fund Shares              | 3,325,969.15          | 291,165.50           | 1,485.64                            | 4,325,671.13                          | 152,454                       | jun/sep/dec/mar |
| <br>Total Market Value as at 31 March 2020 |                       |                      |                                     | <u>4,325,671.13</u>                   | <u>152,454</u>                |                 |

\* A sum of £150,000 for 2019/20 will be requested in the Business Plan to be approved by the Charities & Trust Committee.

## **Trustee's Annual Report for the period: 1 April 2019 until 31 March 2020**

### **Administration details**

|                             |  |
|-----------------------------|--|
| Charity name                | <b>Stafford Education Centre Charity</b>                             |
| Charity registration number | <b>528604</b>  |
| Charity principal address   | <b>2 Staffordshire Place, Tipping Street,<br/>Stafford, ST16 2DH</b> |

### **Objectives:**

|                          |  |
|--------------------------|--|
| Governing document       | <b>Title Deed registered with Charity Commission on 26 July 1963</b><br><br><b>Governing document – scheme dated 11 March 2016</b>   |
| Objective of the Charity | <b>1. The promotion of education of persons between the ages of 14 and 19 years (and subject to the provisions of sub-clause 2 of this clause for children under the age of 14) who are resident in, or being educated in, Stafford in such ways as the Trustee sees fit.</b><br><b>2. The Trustee may permit the property of the charity to be used for the education of children under the age of 14 by the granting of a licence to an educational institution in need of such use (for conditions see scheme).</b> |

### **Structure, governance and management**

|                    |   |
|--------------------|---|
| Registered Trustee | Staffordshire County Council  |
| Managing Trustees  | Managing Trustees are representatives of Staffordshire County Council Charities and Trust Committee.<br>The required checks were carried out prior to commencement of employment. |



## **Financial details**

To achieve the objectives in 2019/20, the Registered Trustee gave approval to allocate income to the education of young people, resident in Stafford, as part of the Stafford 14-19 Partnership.

During the 2019/20 financial year, total income received from permanent and temporary investments was £149,841 and total expenditure was £96,082.

The details of expenditure from the endowment was as follows:

| Narrative   | £             |
|---|---------------|
| Approved contribution to Stafford 14-19 Partnership | 94,508        |
| Disposal of Chetwynd Centre costs                   | 1,574         |
| <b>Total</b>  | <b>96,082</b> |

## **Investments**

| Name of Investment   | Number of Units | Market Value at<br>31 March 2020<br>£ |
|----------------------|-----------------|---------------------------------------|
| COIF Investment Fund | 291,165.50      | 4,325,671                             |

## **Additional information:**

During the 2017/18 financial year, the Registered Trustee agreed to the sale of the Chetwynd Centre and the reinvestment of the proceeds from the sale to buy further shares in the COIF Investment Fund. Some of the costs associated with the sale, including legal fees, were paid in the 2019/20 financial year.

## **Independent Examination**

The financial accounts of the charity for the financial year 2019/20 were checked and approved by an independent examiner from the Staffordshire Audit Service.

Signed on behalf of the Charity Trustees



Full name: Melanie A. Stokes

Position: Head of Treasury and Pensions

Date: 12 August 2020

## **Independent Examiner's Report to the Trustees of Stafford Education Centre Charity - 528604**

I report to the trustees on my examination of the accounts of the Stafford Education Centre Charity Trust (the trust) for the year ended 31 March 2020.

### **Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Claire Scott  
Audit Assistant  
Internal Audit Services  
Staffordshire County Council  
Staffordshire Place 1  
Tipping Street  
Stafford  
ST16 2DH

Date: 10 July 2020

**STAFFORD EDUCATIONAL ENDOWMENT - TA0081**

**Statement of Income & Expenditure for the period 1 April 2019 - 31 March 2020**

|   | £               | £                       |
|---|-----------------|-------------------------|
| Balance on temporary investment b/fwd 1 April 2019                                    |                 | 19,117.07               |
| <br><u>Income</u>   |                 |                         |
| Interest on permanent investments   | 17,611.05       |                         |
| Interest on temporary investments   | 92.80           |                         |
| Other Rents - McDonald Rest Ltd   | <u>0.00</u>     | 17,703.85               |
| <br><u>Expenditure</u>  |                 |                         |
| Discretionary Grants to Schools   | (15,000.00)     |                         |
| Financial Assistance  | (1,000.00)      |                         |
| Clerking fees   | <u>(190.00)</u> | (16,190.00)             |
| Surplus on temporary investment with<br>Staffordshire County Council at 31 March 2020 |                 | <u><b>20,630.92</b></u> |

**Summary of Investments**

| <u>Permanent Investment Type</u>       | <u>Purchase</u> | <u>Nominal</u> | <u>Unit Value</u>        | <u>Market Value</u>      | <u>Forecast</u> |
|--|-----------------|----------------|--------------------------|--------------------------|-----------------|
|  | <u>Price</u>    | <u>Value</u>   | <u>as at 31 Mar 2020</u> | <u>as at 31 Mar 2020</u> | <u>Annual</u>   |
|  | £               | units          | £                        | £                        | Income          |
|  |                 |                |                          |                          | £               |
| COIF Investment Fund Shares            | 176,422.25      | 34,309.49      | 1,485.64                 | 509,715.51               | 17,694          |
| Total Market Value as at 31 March 2020 |                 |                |                          | <u>509,715.51</u>        | <u>17,694</u>   |

Due

jun/sep/dec/mar

**STONE ALLEYNES HIGH SCHOOL - TA0021**

**Statement of Income & Expenditure for the period 1 April 2019 - 31 March 2020**

|  | £             | £                       |
|--|---------------|-------------------------|
| Balance on temporary investment b/fwd 1 April 2019   |               | 20,973.15               |
| <br><u>Income</u>  |               |                         |
| Trinity College Grant  | 960.00        |                         |
| Interest on permanent investments  | 1,737.02      |                         |
| Interest on temporary investments  | <u>101.95</u> | 2,798.97                |
| <br><u>Expenditure</u>   |               |                         |
| Prizes and Rewards   | (5,775.30)    |                         |
| Financial Assistance   | (514.99)      |                         |
| Educational Visits   | (1,321.80)    |                         |
| Other  | (478.80)      |                         |
|  |               | (8,090.89)              |
| Surplus income on temporary investment with<br>Staffordshire County Council at 31 March 2020 |               | <u><u>15,681.23</u></u> |

**Summary of Investments**

| <u>Permanent Investment Type</u>       | <u>Purchase Price</u><br>£ | <u>Nominal Value</u><br>£ | <u>Market Value</u><br>as at 31 Mar 2020<br>£ | <u>Forecast Annual Income</u><br>£ | <u>Due</u>      |
|--|----------------------------|---------------------------|---|------------------------------------|-----------------|
| COIF Investment Fund Income Shares     | 33,615.78                  | 3,384.03 units            | 50,274.50                                     | 1,779.72                           | jun/sep/dec/mar |
| Trinity College                        |                            |                           |   | 480                                | March 18        |
| Trinity College                        |                            |                           |   | 400                                | March 19        |
| Total Market Value as at 31 March 2020 |                            |                           | <u>50,274.50</u>                              | <u>2,660</u>                       |                 |

LANDAU FORTE ACADEMY & RAWLETT COMMUNITY SPORTS COLLEGE

QUEEN ELIZABETH MERCIAN AND RAWLETT SCHOOLS ENDOWMENT CHARITY- TAMWORTH - TA0101

Statement of Income & Expenditure for the period 1 April 2019 - 31 March 2020

|  | £        | £                       |
|--|----------|-------------------------|
| Balance on temporary investment b/fwd 1 April 2019   |          | 12,028.94               |
| <u>Income</u>  |          |                         |
| Beardsley Charity  | 8,835.88 |                         |
| Interest on temporary investments  | 118.88   |                         |
| Misc   | 4.97     | 8,959.73                |
| <u>Expenditure</u>   |          |                         |
| Discretionary Grants   | _____    | 0.00                    |
| Surplus income on temporary investment with<br>Staffordshire County Council at 31 March 2020 |          | <u><u>20,988.67</u></u> |

Summary of Investments

| <u>Permanent Investment Type</u>       | <u>Purchase Price</u> | <u>Nominal Value</u> | <u>Market Value as at 31 Mar 2020</u> | <u>Forecast Annual Income</u> | <u>Due</u>      |
|--|-----------------------|----------------------|---------------------------------------|-------------------------------|-----------------|
|  | £                     | £                    | £                                     | £                             |                 |
| COIF Investment Fund Shares            | 74,962.10             | 17,213.90 units      | 255,736.58                            | 9,053.08                      | jun/sep/dec/mar |
| Total Market Value as at 31 March 2020 |                       |                      | <u>255,736.58</u>                     | <u>9,053</u>                  |                 |

**Recoupment Order Statement at 31 March 2019**

Queen Elizabeth Mercian Endowment Charity- TA0101

|  |             | <u>Total</u>    |                     |
|--|-------------|-----------------|---------------------|
|  |             | <u>£</u>        |                     |
| Amount allocated                           |             | 10,000.00       |                     |
|  | <u>Date</u> | <u>Purchase</u> | <u>No. of units</u> |
|  |             | <u>Price</u>    |                     |
|  |             | <u>£</u>        |                     |
| Re-purchase of COIF Investment Fund Shares |             |                 |                     |
|  | 1 Jun-06    | 1,000.00        | 93.42               |
|  | 2 Apr-07    | 1,000.00        | 84.42               |
|  | 3 Apr-08    | 1,000.00        | 90.38               |
|  | 4 Sep-09    | 1,000.00        | 108.66              |
|  | 5 Apr-10    | 1,000.00        | 103.12              |
|  | 6 Jun-11    | 1,000.00        | 97.42               |
|  | 7 May-12    | 1,000.00        | 101.96              |
|  | 8 Jun-13    | 1,000.00        | 90.84               |
|  | 9 Jun-14    | 1,000.00        | 83.84               |
|  | 10 Jul-15   | 1,000.00        | 79.38               |

Rawlett Community Sports College - TA0101

|  |             | <u>Total</u>    |                     |
|--|-------------|-----------------|---------------------|
|  |             | <u>£</u>        |                     |
| Amount allocated                           |             | 10,000.00       |                     |
|  | <u>Date</u> | <u>Purchase</u> | <u>No. of units</u> |
|  |             | <u>Price</u>    |                     |
|  |             | <u>£</u>        |                     |
| Re-purchase of COIF Investment Fund Shares |             |                 |                     |
|  | 1 Sep-09    | 1,000.00        | 108.65              |
|  | 2 Apr-10    | 1,000.00        | 103.13              |
|  | 3 Jun-11    | 1,000.00        | 97.41               |
|  | 4 May-12    | 1,000.00        | 101.96              |
|  | 5 Jun-13    | 1,000.00        | 90.83               |
|  | 6 Jun-14    | 1,000.00        | 83.84               |
|  | 7 Jul-15    | 1,000.00        | 79.37               |
|  | 8 Sep-16    | 1,000.00        | 72.41               |
|  | 9 Jan-18    | 1,000.00        | 66.75               |
|  | 10 Feb-19   | 1,000.00        | 66.98               |

**TAMWORTH AND DISTRICT YOUTH CENTRE - TA0102**

**Statement of Income & Expenditure for the period 1 April 2019 - 31 March 2020**

|  | £              | £                           |
|--|----------------|-----------------------------|
| Balance on temporary investment b/fwd 1 April 2019   |                | 7,954.26                    |
| <br><u>Income</u>  |                |                             |
| Interest on permanent investments  | 2,075.50       |                             |
| Interest on temporary investments  | <u>53.77</u>   | 2,129.27                    |
| <br><u>Expenditure</u>   |                |                             |
| Purchase of Equipment  |                |                             |
| Project Activities   |                |                             |
| 1/3 Capital Transfer   | <u>(14.53)</u> | (14.53)                     |
| <br>Surplus income on temporary investment with<br>Staffordshire County Council at 31 March 2020 |                | <br><u><u>10,069.00</u></u> |

**Summary of Investments**

| <u>Permanent Investment Type</u>       | <u>Purchase Price</u> | <u>Nominal Value</u> | <u>Market Value as at 31 Mar 2020</u> | <u>Forecast Annual Income</u> | <u>Due</u>      |
|--|-----------------------|----------------------|---------------------------------------|-------------------------------|-----------------|
|  | £                     | £                    | £                                     | £                             |                 |
| COIF Investment Fund Shares            | 35,415.55             | 4,043.46 units       | 60,071.26                             | 2,126.52                      | jun/sep/dec/mar |
| Total Market Value as at 31 March 2020 |                       |                      | <u>60,071.26</u>                      | <u>2,127</u>                  |                 |



**THOMAS RUSSELL FOUNDATION & SCHOOL ALLOTMENTS - TA0061**

**Statement of Income & Expenditure for the period 1 April 2019 - 31 March 2020**

|  | £                 | £                      |
|--|-------------------|------------------------|
| Balance on temporary investment b/fwd 1 April 2019   |                   | 2,475.99               |
| <br><u>Income</u>  |                   |                        |
| Interest on permanent investments  | 328.22            |                        |
| Interest on temporary investments  | <u>9.97</u>       | 338.19                 |
| <br><u>Expenditure</u>   |                   |                        |
| Grants to students   |                   |                        |
| Purchases  | <u>(1,049.47)</u> | (1,049.47)             |
| Surplus income on temporary investment with<br>Staffordshire County Council at 31 March 2020 |                   | <u><u>1,764.71</u></u> |

**Summary of Investments**

| <u>Permanent Investment Type</u>                            | <u>Purchase Price</u> | <u>Nominal Value</u> | <u>Market Value as at 31 Mar 2020</u> |
|---|-----------------------|----------------------|---------------------------------------|
|   | £                     | £                    | £                                     |
| COIF Investment Fund Income Shares - school allotments      | 5,255.70              | 611.99 units         | 9,091.97                              |
| COIF Investment Fund Income Shares - thomas russell foundat | 1,229.84              | 27.44                | 407.66                                |
| Total Market Value as at 31 March 2020                      |                       |                      | <u><u>9,499.63</u></u>                |

**UTTOXETER ALLEYNES FOUNDATION ENDOWMENT - TA0071**

**Statement of Income & Expenditure for the period 1 April 2019 - 31 March 2020**

|  | £                           | £                       |
|--|-----------------------------|-------------------------|
| Balance on temporary investment b/fwd 1 April 2019   |                             | 10,380.28               |
| <br><u>Income</u>  |                             |                         |
| Trinity College Grant  | 960.00                      |                         |
| Interest on permanent investments  | 1,069.41                    |                         |
| Interest on temporary investments  | <u>66.49</u>                | 2,095.90                |
| <br><u>Expenditure</u>   |                             |                         |
| Prizes and Rewards   | <u>                    </u> | (0.00)                  |
| Surplus income on temporary investment with<br>Staffordshire County Council at 31 March 2020 |                             | <u><u>12,476.18</u></u> |

**Summary of Investments**

| <u>Permanent Investment Type</u>       | <u>Purchase Price</u> | <u>Nominal Value</u> |       | <u>Market Value as at 31 Mar 2020</u> | <u>Forecast Annual Income</u> | <u>Due</u>       |
|--|-----------------------|----------------------|-------|---------------------------------------|-------------------------------|------------------|
|  | £                     | £                    |       | £                                     | £                             |                  |
| COIF Investment Fund Shares            | 20,767.54             | 2,083.40             | units | 30,951.82                             | 1,095.69                      | jun/sept/dec/mar |
| Trinity College                        |                       |                      |       |                                       | 480.00                        | March 18         |
|  |                       |                      |       |                                       | 400                           | March 19         |
| Total Market Value as at 31 March 2020 |                       |                      |       | <u>30,951.82</u>                      | <u>1,976</u>                  |                  |

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of Part 1 of Schedule 12A  
of the Local Government Act 1972

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