



*Council for Subject Associations
A Voice for Subjects*

**TRUSTEES REPORT AND UNAUDITED
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
31 AUGUST 2013**

Charity number: 1125954
Registered number: 6331989

COUNCIL FOR SUBJECT ASSOCIATIONS

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COUNCIL FOR SUBJECT ASSOCIATIONS

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 AUGUST 2013

Trustees

J. Steers (Chair)
L Butterworth (Treasurer)
P. Baldwin
F. Hartley
J. Lyon
L. Petersen (from June 2013)
R. Rivett (resigned September 2013)
A. Smith (from June 2013)
A. Tapsfield
S. Trotman

Company registered number 6331989

Charity registered number 1125954

Registered office

c/o NSEAD
3 Mason's Wharf
Corsham
Wiltshire
SN13 9FY

Company Secretary

J. Matthews (resigned July 2013)

Accountant

Mr Stuart J Pollard
Managing Director and Senior Auditor
Auditing Solutions Ltd
Clackerbrook Farm
46 The Common
Bromham
Chippenham
Wiltshire
SN15 2JJ

**COUNCIL FOR SUBJECT ASSOCIATIONS
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2013**

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of the Council for Subject Associations Limited (the company) for the year ended 31 August 2012. The Trustees confirm that the annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

Structure, governance and management:

○ **Constitution**

The Council for Subject Associations (CfSA) was established in September 2007 as a company limited by guarantee and was granted charitable status by the Charity Commission in 2008. The Memorandum and Articles of the charity are available on the CfSA website at www.subjectassociation.org.uk.

○ **Method of appointment or election of Trustees**

Members of the Main Board were elected for periods of three years from the inauguration of the main Board in March 2008, after which they may be re-elected at an Annual General Meeting. However as set out in the Memorandum and Articles, the term of office of Treasurer is currently two years from the date of the inauguration of the Main Board. All full members of the association are eligible to vote in the election, using a single transferable voting system. All members of the Board give their time voluntarily and receive no benefits from the charity.

○ **Organisational structure and decision making**

CfSA has provision currently for a Main Board of eleven directors, including the Chair and Treasurer; there was a maximum of eight board members during 2012-13. The Directors met or participated in teleconferences on six occasions during the year and were in regular email contact. Rosemary Rivett resigned from the Board on her retirement from her post with NATRE and was warmly thanked for her work with CfSA.

The CfSA has no full time paid staff. Following his appointment to a full time post, the Company Secretary, John Matthews, continued to assist with some tasks in an unpaid capacity from 1st September 2012 until July 2013 when pressure of work led to his resignation. The Directors expressed their sincere gratitude for his contribution to the development of the CfSA.

Insofar as it is complementary to its objects, the charity is guided by national educational policy. The CfSA strives to maintain dialogue with key educational bodies and government departments that focus on the interests of CfSA members. CfSA is a member of the National Council for Voluntary Organisations (NCVO) and calls upon advice and support as and when necessary.

○ **Risk management**

The Trustees have reviewed the major risks to which the association is exposed, in particular those related to the operations and finance of the association. The trustees are satisfied that systems and procedures are in place to mitigate the consequences in the unlikely event of exposure to major risks.

Objectives and activities

○ Objectives

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commissioners relating to public benefit. The principal object of the company is to advance the education of the public (including pupils at schools and other educational settings) in all subjects taught in schools in the United Kingdom, principally through activities that support teachers, advisers and other subject specialists through subject associations.

○ Strategies and activities for achieving objectives for the public benefit

Strategic Aim 1

The CfSA will act on behalf of its subject association members and speak with a single representative voice to support and promote their interests when dealing with the government, its agencies and other education stakeholders. It will create a community of practice, within which, subject associations can discuss issues of common interest and importance.

CfSA Directors met with several key stakeholders during the year including:

- Charlotte Leslie MP (Member, House of Commons Education Committee) to discuss the proposed College of Teaching. (November 2012).
- The *Teaching and Learning Academy*. John Lyons represented the Council at meetings that culminated in a Heads of Agreement granting Support Partner Status to CfSA.

Other significant meetings/contacts included:

- Attendance by CfSA directors at the *Vital* National Consultative Board
- An exploratory meeting of key stakeholders (5 September 2012) convened by the Prince's Teaching Institute (PTI) to investigate a proposal to create a *College of Teachers* (CoT). Subsequently the Chair of CfSA was invited to be a member of the Commission established by the PTI to further explore this matter and attended regular meetings of the Commission throughout the year. Chris Pope, Chair of the Commission, met members on 17 June 2013 when the proposals were discussed at some length. Also in June 2013 subject associations were invited to respond formally to a survey of key stakeholders on the preliminary proposals for the CoT.

The Chair represented CfSA at a consultative meeting on assessment and accountability convened by the DfE on 10 April. The Council subsequently submitted a formal response.

The CfSA produced the following formal consultation responses:

- *Review of Teaching Standards* September (2012)
- *Reforming Key Stage 4 Qualifications* (November 2012)
- *Reform of the National Curriculum in England* (April 2013)
- *Reform of the National Curriculum in England* (August 2013)
- *Schools Direct* (June 2013)
- *Reform of the National Curriculum in England* (August 2013)

The CfSA community of subject associations has continued to share practice and information. Useful discussions were a feature of the face-to-face meetings and a number of

email updates were circulated in the course of the year. Membership was maintained as evidenced by the increase in subscription income.

Strategic Aim 2

The CfSA will promote the benefits of subject association membership and aim to raise awareness of the vast range of resources that they offer.

In addition to the meetings listed above, the CfSA Chair undertook several activities during the year to promote subject association benefits including contributing a chapter "A View from the Subject Associations" in the book *Towards a Royal College of Teaching: Raising the status of the profession* published by the Royal College of Surgeons and subsequently launched at a meeting at the RCS on 5 September 2013.

The CfSA collaborated with Pearsons and the Cambridge Primary Review Trust on the advisory committee planning a series of conferences designed to support the development of a broad and balanced new primary curriculum. The conferences include practical workshops led by some subject associations.

Strategic Aim 3

The CfSA will assist its subject association members to strengthen their position by offering a range of resources, services and benefits that will help them to grow and to increase capacity in order that they might represent their subject communities effectively.

The CfSA passes on to members all information it receives that might benefit subject associations. This ranges from news items to details on services. To this end CfSA web site www.subjectassociations.org has been regularly updated. This has been facilitated by a redesign of the administrative functions undertaken by PhiloSoft Ltd who now serve the site. Contracts with Oscura Ltd and Easily Ltd have been terminated and outstanding invoices settled. As a consequence web site costs were significantly higher in this membership year but will be much lower than before in future years.

An Arts Working Group was established to provide liaison between the arts subject associations on current developments and responses to consultations. The group worked in collaboration with the Cultural Learning Alliance.

A detailed analysis of the membership survey *State of the Subject Associations* undertaken in earlier in 2013 was undertaken by Andrea Tapsfield and circulated for information to members in October 2013.

Following a request at the 2013 AGM, Lesley Butterworth investigated the possibility of exploiting social networking sites for CfSA. Subsequently it was agreed that CfSA did not have the capacity to engage in social networking neither to build up an online presence and dialogue, nor to cope with the added activity and interest this would generate.

Strategic Aim 4

The CfSA will develop as an organisation, increasing its capacity to represent the interests of its members as a Charitable Company Limited by Guarantee.

During this year the CfSA has continued to consolidate its position as a slimmed-down, voluntary organisation. It is now established on a firmer footing and with a clearer focus and operates with a smaller board to reduce costs. To this end the Articles have been revised principally in order to:

- Ensure gender equality
- Reduce the number of Directors and to make clear the duration of terms of office
- Enable appropriate umbrella organisations to join as full members.

Approval of the proposals will be sought at the 2014 AGM.

The CfSA will continue to pursue every possible opportunity to underline the importance of the work of subject associations and to find ways to work in effective partnership with government and its agencies. For example:

Positioning of CfSA

- Engaging with policy makers to further the educational work of members and ensure a position of influence for subject associations.
- As necessary, reviewing the vision, objectives, structure and operation of CfSA.
- Providing a forum and information for members by ensuring CfSA's vision and objectives are shared and understood by its members.

Securing the future of CfSA

- Maintaining sustainability, increasing income and developing possible sponsorship to underwrite CfSA.
- Developing a programme of activities within the resources available that will recruit, retain and involve members.
- Maintaining meaningful contact with all member organisations.
- Operating within a realistic budget, keeping income and resources under review.

Governance

- Ensuring Board elections take place as necessary.
- Ensuring that the financial and governance operations of CfSA continue to be transparent.

Charity Number: 1125954

Registered no. 6331989

Council for Subject Associations

**Accounts and Independent Examiner's
Certificate for the year ended
31st August 2013**

Independent Examiner's Report on the Accounts

Section A	Disclosure
Report to the trustees/members of	<div style="border: 1px solid black; padding: 5px;"> <small>Charity Name</small> <p style="text-align: center;">Council for Subject Associations</p> </div>
On accounts for the year ended	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px;">31-08-2013</div> <div style="border: 1px solid black; padding: 5px;">Charity No. 1125954</div> </div>
Set out on pages	10 to 11 attached
Respective Responsibilities of trustees and examiner	<p>The charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.</p> <p>It is my responsibility to: -</p> <ul style="list-style-type: none"> - Examine the accounts under section 145 of the Charities Act, - To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145 (5) (b) of the Charities Act), and - To state whether particular matters have come to my attention.
Basis of independent examiner's statement	<p>My examination was carried out in accordance with general Directions given by the Charity Commission. An examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanation from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.</p>
Independent Examiner's Statement	<p>In connection with my examination, no matter has come to my attention Which gives me reasonable cause to believe that in, any material respect, the requirements:</p> <ul style="list-style-type: none"> to keep accounting records in accordance with section 130 of the Charities Act; to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or <p>(1) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p>
Signed	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px;"><i>S J Pollard</i></div> <div style="border: 1px solid black; padding: 5px;">Date 10th January 2014</div> </div>
Name	S J Pollard for Auditing Solutions Ltd
Relevant professional qualification or body (if any)	Not applicable
Address	Clackerbrook Farm 46 The Common Bromham Chippenham Wilts SN15 2JJ

CfSA Accounts 2012-2013

Balance Sheet for the year-ended 31st August 2013

Previous Year £		Current Year £
27,712.38	Balance brought forward 1 September 2012	26,549.12
<u>7,546.61</u>	Total receipts	<u>8,211.53</u>
35,258.99		34,760.65
<u>8,709.87</u>	Less: Total payments	<u>10,818.59</u>
<u>£26,549.12</u>	Balance carried forward as at 31 August 2013	<u>£23,942.06</u>

Represented by:

1,261.66	Current A/c	2,643.07
25,151.64	Deposit A/c	21,163.17
135.82	Pay Pal A/c	135.82
_____	Less: Unpresented cheques	_____
<u>£26,549.12</u>		<u>£23,942.06</u>

Signed:



John Steers

Chair

20 January 2014



Lesley Butterworth

Treasurer

20 January 2014

Summary of Receipts and Payments Account for the year-ended 31st August 2013

Previous
year

£	Receipts	£
7,534.00	Subscriptions	8,200
9.00	Sale of "Primary Subjects"	
13.00	Bank Interest	11.53
<u>£7,547.00</u>	Total Receipts	<u>£8,211.53</u>
	Payments	
360.00	Audit / Accountancy	804.20
2,500.00	Office rent	2,500.00
2,700.11	Trustee travel & meeting costs	1,733.08
	IT services	3,168.00
538.94	Telephone charges	300.72
420.00	Website	1,674.00
	Meeting refreshments	491.40
	Postage	8.78
	Office stationery	50.96
521.25	Board Costs	
87.45	Bank charges	87.45
1,150.00	Events	
432.12	Miscellaneous	
<u>£8,710</u>	Total Payments	<u>£10,818.59</u>

To be approved at the Annual General Meeting to be held on 28th April 2014.