



Annual Report 2015 for the THE GLADE CENTRE

(A Company Limited by Guarantee)

CHARITY REGISTRATION NUMBER 1104504

COMPANY REGISTRATION NUMBER 05148165

GLADE Annual Report 2015

Chair's Report

Another productive year providing what we believe is a vital service to children, their teachers and their families in Somerset. It's difficult to imagine a time when there was a greater need to facilitate more understanding of how our fellow human beings live in different parts of our planet and of the stresses and strains endangering peaceful co-existence. The need for a compassionate response to migration and the seeking of refuge will only grow in years to come and the more we know about conditions around the world, the better we can prepare for the challenge.

GLADE has continued to thrive by meeting this basic demand for understanding. It is a difficult financial climate, with many other DEC's struggling to survive, but we are determined to do what it takes to maintain our reputation for expert and well-founded curriculum support and consolidate our position in the Somerset educational fabric.

Much of the credit for our work must go to Director, Lynn Cutler. Her work with the Global Learning Programme has brought Development Education to many more schools around the county and often GLADE benefits from increased demand for professional development amongst teaching staff. Her national reputation has facilitated our involvement in projects such as Connecting Classrooms, and the expansion of the Makutano Junction initiative across the European Union.

Other staff and volunteers continue to respond to calls to participate in educational and awareness-raising events, making significant contributions not only to global education but also to our precarious finances, which have once again been successfully nurtured by Sandra Aldworth .

The important administration of GLADE's work has been done by volunteers such as Faith Spedding, Wes Hinkes, Laura Tilling and Gill Bagnall in the GLADE office, including the provision of our resource loans to schools across Somerset, and productive work on our website and other forms of communication and publicity. Our thanks to Gilly Wright too, who has helped with our membership database until recently, and with newsletter production, and still comes back occasionally to lend a hand. Gill Wilkinson continues to create wonderful displays for us.

This team effort has left us in debt to many friends, colleagues and supporters. My fellow Trustees join me in thanking all involved and looking forward to challenging and rewarding times ahead.

Jonathan Gray
Chair of Trustees

Programme Director's Report April 2014 – March 2015

GLADE's work during the year has been largely in the form of funded global education delivery through contracts awarded, not through schools and other organisations buying in workshops and training sessions directly. This has enabled us to provide subsidised workshops for schools which we hope will lead to our Continuous Professional Development being paid for by schools in the future. I have delivered the majority of the contract work myself, with occasional assistance from GLADE Associates Gail Carroll and Mary l'Anson. The one exception has been our regular contract to deliver workshops to hundreds of Year 6 pupils for the Diocesan "Spirit of Wells" Leavers' Days (see below).

Makutano Junction Project (funded through the European Union)

Makutano Junction is a Kenyan TV soap opera with similar aims to the Archers in the UK: to present public information on health, the environment and safety. GLADE is one of only four organisations in the UK to be subcontracted by University College London Institute of Education to collaborate with the TV Production Company, Mediae, to develop KS2 classroom resources & teacher training to use alongside clips of the TV programme.

The unique resources give a first-hand perspective on world issues from a majority world country (a Kenyan perspective)

and can be used by teachers in a variety of ways including to support school linking, to introduce global education, and to contribute to particular curriculum areas or themes.

I completed the work at the end of March 2015, with GLADE helping achieve the project's ambitious UK-based targets. 23 schools from Somerset and Gloucestershire were involved, with 71 teachers being trained in use of the Makutano Junction materials, and a magnificent total of 611 pupils taking part.

Plans for the future;

- To collaborate through the Makutano Junction Initiative to offer a selection of CPD training to schools to share the learning from the past 2 years
- To offer a suite of CPD workshops 'Learning from Kenya with Makutano Junction'. All will use clips from Makutano Junction as a stimulus for learning about a huge range of issues including sustainability, poverty, global initiatives on development, food, health, and education.

Consortium of DECs; British Council Connecting Classrooms

In November 2014 GLADE, along with Global Education Derby, took over an important national contract to organise the delivery programme for Connecting Classrooms. GLADE was required

- to plan, schedule and agree with British Council the national professional development programme of delivery from December 2014 to June 2015.
- in consultation with British Council and local stakeholders, to promote the offer and recruit participants for workshops
- to shape the content, structure and length of courses to suit the specific needs of participants
- to ensure that all workshops for teachers are led by validated deliverers & that high quality inputs are provided.

I led delivery of this contract, which accounted for 21 days of my time for strategically leading the contract in the southern part of England plus about 12 days for training delivery. We delivered to just under 1,000 participants through 55 in-school workshops (which took global citizenship direct to schools and maximised 'whole school' support) plus 6 workshops in teacher training institutions. In all, 81 teachers were trained by GLADE

Alongside this contract, GLADE and DEC South Yorkshire won the delivery contract for a Connecting Classrooms global trainer event, held in Addis Ababa, Ethiopia, bringing together 70 trainers from the Connecting Classrooms global training network from across 30 countries; Sub Saharan Africa, and Middle East & North Africa, South Asia, South East Asia & China. I am recognised by Institute of Education, University of London as one of only 5 accredited Master Trainers for Connecting Classrooms, and so was asked to collaborate with Rob Unwin from DEC South Yorkshire to plan and deliver the event. It comprised a range of sessions to develop and enhance trainers' skills and knowledge in delivering professional development courses to teachers. Comments from participants were pleasing, and included "It was a well-run programme, kudos! The humour will stay with me. The conflict resolution, critical thinking and tips on how to make sessions more fun were a bonus." and "What was effective was the sharing of practices amongst delegates and sharing the challenges – sharing our experiences as trainers."

Plans for the future; We will be keen to retain our excellent working relationship with the British Council as updates to products and programmes are released during 2015-2016. We look forward to responding positively to invitations to tender for new contracts from the British Council, in collaboration with Global Education Derby, with GLADE taking on a strategic lead nationally. We hope to continue to respond to calls for training delivery overseas.

"Spirit of Wells" Leavers' Days

We were asked again to deliver a series of workshops in the Old Deanery at Wells for a total of over 400 Year 6 pupils from Church of England Primary Schools in the Diocese of Bath and Wells. The workshops took place in June 2014 as the pupils were preparing to move on to secondary school. The sessions had to meet three criteria – they had to include a global theme, be relevant to the transition from primary to secondary school, and be fun. The team delivering the workshops – Laura Tilling, Gill Bagnall, Mary l'Anson and Gail Carroll, chose practical activities from our "Global Bites" repertoire: papel picado, worry dolls, and adinkra printing. The feedback from pupils and teachers was good, and provided an excellent opportunity to promote GLADE's work.

Plans for the future: We were asked to deliver further workshops in 2015, and hope to do so yet again in 2016.

GLADE Resource Boxes

Some of our Country Collections have been well used over the year, often by schools taking part in some of our funded projects. Delivery and collection by Resources for Learning continues and is a great help to borrowing schools. Over the year we have worked to give the collections a higher profile on the GLADE website and through CPD.

Plans for the future: In 2016 we hope to update some of the collections, and add teachers' notes to make them more easily usable for general classroom work.

Lynn Cutler
November 2015

**ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST MARCH 2015**

THE GLADE CENTRE

(A Company Limited by Guarantee)

CHARITY REGISTRATION NUMBER 1104504

COMPANY REGISTRATION NUMBER 05148165

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**THE GLADE CENTRE
(A COMPANY LIMITED BY GUARANTEE)**

LEGAL AND ADMINISTRATIVE INFORMATION

| | |
|-----------------------------|-----------------------------|
| WORKING NAME | Glade |
| CHARITY NUMBER | 1104504 |
| COMPANY REGISTRATION NUMBER | 05148165 |
| START OF THE FINANCIAL YEAR | 1 st April 2014 |
| END OF FINANCIAL YEAR | 31 st March 2015 |
| DATE OF INCORPORATION | 8 th June 2004 |

DIRECTORS AT 31ST MARCH 2015

Jonathan Frederic Gray(Chair)
Laura Tilling (Secretary)
Janet Wingfield
Sandra Aldworth (Treasurer)

GOVERNING DOCUMENT

Memorandum & Articles of Association Incorporated 8th June 2004

OBJECTS

To advance the education of the public in all matters relating to World and community development including cultural, economic, environmental issues and other related aspects.

CORRESPONDENCE ADDRESS:

The Glade Centre, Resources for Learning, Parkway, Bridgwater TA6 4RL

PRIMARY BANKERS:

Unity Trust Bank PLC, Nine Brindley Place, 4 Oozells Square, Birmingham B1 2HB

REPORTING ACCOUNTANTS:

Roberts and Madge Limited, The School House, Clayhidon, Cullompton, Devon, EX15 3PL

THE GLADE CENTRE
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2015

Incorporating Income & Expenditure Account

| INCOMING RESOURCES | Unrestricted | Restricted | TOTAL | 2014 |
|--|---------------|------------|---------------|----------------|
| Donations Legacies and Similar Incoming Resources (3a) | 452 | - | 452 | 1,206 |
| Incoming Resources from operating activities (3b) | 23,117 | - | 23,117 | 17,730 |
| Investment Income (3c) | - | - | - | |
| Other Income (3d) | - | - | - | |
| TOTAL INCOMING RESOURCES | 23,569 | - | 23,569 | 18,936 |
| RESOURCES USED | | | | |
| Grants Payable in Furtherance of Charity Objects (4a) | - | - | - | - |
| Costs of Activities in Furtherance of Charity Objects (4b) | 16,737 | - | 16,737 | 16,218 |
| Support Costs (4c) | 996 | - | 996 | 2,912 |
| Resources Expended on Managing and Administering the Charity (4d) | 2,692 | - | 2,692 | 2,153 |
| TOTAL RESOURCES USED | 20,425 | - | 20,425 | 21,283 |
| NET INCOMING/(OUTGOING) RESOURCES | 3,144 | - | 3,144 | (2,347) |
| Total Funds Brought Forward | 8,452 | - | 8,452 | 10,799 |
| Total Funds Transferred | - | - | - | - |
| TOTAL FUNDS CARRIED FORWARD | 11,596 | - | 11,596 | 8,452 |

Movements on all reserves and all recognised gains and losses are shown above. All of the charity's operations are classed as continuing.

Notes 1 to 14 which follow form part of these financial statements.

THE GLADE CENTRE
(A COMPANY LIMITED BY GUARANTEE)

BALANCE SHEET
AS AT 31ST MARCH 2015

| | Note | 2015 | 2014 |
|--|------|---------------|--------------|
| Fixed Assets | | | |
| Tangible Assets | 2 | 2,488 | 3,318 |
| Current Assets | | | |
| Stock | 6 | 3,700 | 3,746 |
| Debtors | 8 | 4,346 | 9,263 |
| Cash at Bank and in hand | 7 | <u>8,511</u> | <u>32</u> |
| | | 16,557 | 13,041 |
| Creditors: amounts falling due within one year | 9 | 7,449 | 7,907 |
| NET CURRENT ASSETS | | <u>9,108</u> | <u>5,134</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | 11,596 | 8,452 |
| NET ASSETS | | <u>11,596</u> | <u>8,452</u> |
| CAPITAL AND RESERVES | | | |
| General Funds | | 11,596 | 8,452 |
| Restricted Funds | 5 | - | - |
| | | <u>11,596</u> | <u>8,452</u> |

The Directors have:

- a) taken advantage of the Companies Act 2006 in not having these Accounts audited under Section 477(2) of the Act.
- b) Confirmed that no notice has been deposited under Section 476 of the Companies Act 2006.
- c) Acknowledged their responsibilities for ensuring that the Company keeps accounting records which comply with Section 386 of the Companies Act 2006.
- d) Acknowledged their responsibilities for preparing Accounts which give a true and fair view of the Company as at the end of the year and of its surplus or deficit for the financial year in accordance with the requirements of the Companies Act 2006, so far as applicable to the Company.
- e) Taken advantage of the exemptions conferred by the Companies Act 2006 on the basis that the Company qualifies as a small company.

Approved by the Board October 2015

J Gray (Chair)

THE GLADE CENTRE
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2015

1. ACCOUNTING POLICIES

The accounts have been prepared in accordance with applicable accounting standards and follow the recommendations in Statement of Recommended Practice: Accounting for Charities (SORP) issued in October 2000 as updated January 2003.

Voluntary income is received by way of donations and gifts. It is shown in full in the Statement of Financial Activities, when received. Gifts in kind are valued at their estimated value to the charity and are included under the appropriate headings.

Intangible income is valued and included in income to the extent that it represents goods or services where another party is bearing the financial cost and the benefit is quantifiable. Where it is difficult or not possible to quantify the benefit, or where there is no financial cost borne by another party (eg. Volunteers), the accounts do not include the intangible income.

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are received.

Restricted funds are to be used for the specific purposes as required by the donor. Expenditure which meets these criteria is allocated to the relevant fund. Income derived from these funds is retained within the funds concerned. Designated funds are unrestricted funds which the trustees have designated to be used for a specific purpose. Where these funds yield investment income, this is available for general purposes. Unrestricted funds are funds which are not designated or restricted.

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

Depreciation is calculated at a rate to write off the cost of tangible fixed assets on a reducing balance basis over their estimated useful lives. The rates applied per annum are as follows:

| | |
|-----------------------|-----|
| Fixtures and Fittings | 25% |
| Equipment | 25% |

2. TANGIBLE FIXED ASSETS

| | General Equipment | General F& F | Restricted Equipment | Total |
|-------------------------------|----------------------|-----------------|-------------------------|---------------|
| | £ | £ | £ | £ |
| Cost at 1 April 2014 | 6,044 | 1,574 | 17,172 | 24,790 |
| Disposals | | | | |
| Cost at 31 March 2015 | <u>6,044</u> | <u>1,574</u> | <u>17,172</u> | <u>24,790</u> |
| Depreciation at 1 April 2014 | 5,521 | 1,523 | 14,428 | 21,472 |
| Charge for the year | 131 | 13 | 686 | 830 |
| Depreciation at 31 March 2015 | <u>5,652</u> | <u>1,536</u> | <u>15,114</u> | <u>22,302</u> |
| Net Book Value 31 March 2015 | <u>392</u> | <u>38</u> | <u>2,058</u> | <u>2,488</u> |
| Net Book Value 31 March 2014 | <u>523</u> | <u>51</u> | <u>2,744</u> | <u>3,318</u> |

| 3. INCOMING RESOURCES | Unrestricted Funds £ | Restricted Funds £ | Total 2014/15 £ | Total 2013/14 £ |
|---|----------------------------|--------------------------|-----------------------|-----------------------|
| a) Donations Legacies and similar incoming resources | | | | |
| Grants | 400 | - | 400 | 1,186 |
| Donations | <u>52</u> | - | <u>52</u> | <u>20</u> |
| | <u>45</u> | - | <u>452</u> | <u>1,206</u> |
| b) Incoming resources from operating activities | | | | |
| Sessions | 22,717 | - | 22,717 | 17,020 |
| Loan of resources | 400 | - | 400 | 710 |
| Friends of Glade | - | - | - | - |
| | <u>23,117</u> | - | <u>23,117</u> | <u>17,730</u> |
| c) Investment Income | | | | |
| Bank Interest | - | - | - | - |
| | - | - | - | - |
| d) Other Income | | | | |
| Sundry Income | - | - | - | - |
| | - | - | - | - |

| 4. RESOURCES EXPENDED | Unrestricted Funds | Restricted Funds | TOTAL 2014/15 | TOTAL 2013/14 |
|--|-----------------------|---------------------|------------------|------------------|
| a) Grants payable in Furtherance of Charity Objects | | | | |
| Grants | - | - | - | - |
| b) Costs of Activities in Furtherance of Charity Objects | | | | |
| Salaries | 11,000 | - | 11,000 | 11,492 |
| Sub Contractors fees | 1,530 | - | 1,530 | 1,673 |
| Resource Purchases & Workshop costs | 699 | - | 699 | 568 |
| Travel & Subsistence | 1,389 | - | 1,389 | 425 |
| Refreshments | - | - | - | - |
| Premises Costs | 2,119 | - | 2,119 | 2,060 |
| Miscellaneous Expenses | - | - | - | - |
| | <u>16,737</u> | - | <u>16,737</u> | <u>16,218</u> |
| c) Support Costs | | | | |
| Telephone & Internet | 623 | - | 623 | 563 |
| Printing & Postage | 368 | - | 368 | 40 |
| Stationery | 5 | - | 5 | 23 |
| Advertising | - | - | - | 2,124 |
| Computer Expenses | - | - | - | 162 |
| | <u>996</u> | - | <u>996</u> | <u>2,912</u> |
| d) Resources expended on Managing and Administering the Charity | | | | |
| Insurance | 708 | - | 708 | 699 |
| Bad Debts | 1,106 | - | 1,106 | - |
| Legal & Professional Fees | 48 | - | 48 | 348 |
| Depreciation | 830 | - | 830 | 1,106 |
| | <u>2,692</u> | - | <u>2,692</u> | <u>3,634</u> |

5. RESTRICTED FUNDS

| Balance | | | Balance |
|--------------|--------|-------------|-------------|
| 1 April 2014 | Income | Expenditure | 31 March 15 |
| £ | £ | £ | £ |
| - | - | - | - |

The restricted funds of the charity are represented by tangible fixed assets and cash reserves and are to be expended as specified above.

6. STOCK

Stock is made up of teaching materials and goods purchased for resale in order to generate funds in furthering the charity's objects and is valued at the lower of cost and net realisable value.

7. CASH AT BANK AND IN HAND

| | 2015 | 2014 |
|-----------------|--------------|--------------|
| | £ | £ |
| Current Account | 8,479 | - |
| Deposit Account | 1 | 1 |
| Petty Cash | 31 | 31 |
| | <u>8,511</u> | <u>4,279</u> |

8. DEBTORS

| | | |
|-----------------|--------------|--------------|
| Debtors Control | 4,346 | 9,263 |
| Prepayments | - | - |
| | <u>4,346</u> | <u>4,398</u> |

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | | |
|---------------------------|--------------|--------------|
| Creditors Control | 1,046 | 2,172 |
| Accruals | 1,783 | 858 |
| Bank Overdraft | - | 109 |
| Taxes and Social Security | 4,420 | 4,568 |
| Accountancy Fees | 200 | 200 |
| | <u>7,449</u> | <u>6,048</u> |

10. STAFF COSTS AND NUMBERS

| | 2015 | 2014 |
|-------------------------------------|---------------|---------------|
| | £ | £ |
| Gross Wages and Salaries | 11,000 | 11,035 |
| Employer's National Insurance Costs | - | 456 |
| | <u>11,000</u> | <u>11,491</u> |

Employees who were engaged in each of the following activities:

| | 2015 | 2014 |
|---|------|------|
| Activities in furtherance of organisation's objects | 1 | 1 |

No employees received emoluments over £50,000.

11. RECONCILIATION OF MOVEMENT ON CAPITAL AND RESERVES

The Company is limited by Guarantee and is a Charity registered with the Charity Commission number 1104504 and does not have a share capital. The company has no income subject to Corporation Tax.

| | Note | 2015 | 2014 |
|---|------|---------------|--------------|
| | | £ | £ |
| Balance brought forward | | 8,452 | 10,799 |
| (Deficit)/Profit for the financial year | | 3,144 | (2,347) |
| | | <u>11,596</u> | <u>8,452</u> |

12. PAYMENTS TO DIRECTORS AND RELATED PARTIES

During the year Director Sandra Aldworth was paid £279 (2014-) in reimbursed expenses, all in furthering the Charity's objects.

No other payments were made to directors or any persons connected with them during this financial period. No other material transaction took place between the charity and a director or any person connected with them.

13. RISK ASSESSMENT

The directors actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The directors have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

14. RESERVES POLICY

The directors have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The directors aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The directors will endeavour not to set aside funds unnecessarily.

ACCOUNTANTS REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF THE GLADE CENTRE

We report on the accounts for the year ended 31 March 2015 set out on pages 3 to 11.

Respective responsibilities of directors and reporting accountants.

As described on page 5 the trustees, who are also the directors of The Glade Centre for the purpose of company law, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purpose of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- a) the accounts are in agreement with the accounting records kept by the company under the Companies Act 2006.
- b) having regard to, and on the basis of, the information contained in those accounting records
 - i. the accounts have been drawn up in a manner consistent with the accounting requirement specified in the Act; and
 - 1.
 - ii. the company is satisfied the condition for exemption from an audit of the accounts for the year specified in section 476 of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in the Act.

Roberts and Madge Limited
Financial and Management Consultants
The School House
Clayhidon, Devon EX15 3PL

Date 20th November 2015