

Company No. 2253521
Charity No. 327805

CSIE
CENTRE FOR STUDIES ON
INCLUSIVE EDUCATION LIMITED
(LIMITED BY GUARANTEE)

REPORT AND ACCOUNTS
31 MARCH 2003



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REPORT AND ACCOUNTS

31 MARCH 2003

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COMPANY INFORMATION

COUNCIL MEMBERS
(Directors and Trustees)

Patricia Potts (Chair)
Peter Newell (Hon.Secretary)
Elizabeth Arrondelle (Hon.Treasurer)
Dr. Philippa Russell CBE

COMPANY SECRETARY

Peter Newell

COMPANY NUMBER

2253521

CHARITY NUMBER

327805

AUDITOR

Sue Wickham
Chartered Accountant
30 Gwynne Close
Tring
Herts.
HP23 5EN

BANKERS

Lloyds TSB
39 Threadneedle street
London
EC2R 8AU

SOLICITORS

Gillian Radford & Co
459 Harrow Road
London
W10 4RG

PRINCIPLE OFFICE AND
REGISTERED OFFICE

New Redland
Frenchay Campus
Coldharbour Lane
Bristol
BS16 1QU

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REPORT OF THE COUNCIL

The Council of Management present their report and the audited accounts for the year ended 31 March 2003.

Legal Status and Governing Document

The charity is a company limited by guarantee and not having a share capital. It is governed by its Memorandum and Articles of Association.

Principal Activities

The Centre for Studies on Inclusive Education Limited (CSIE) is a charity committed to advance the education and/or training of children and young people in the United Kingdom and abroad with special educational needs by promoting public knowledge in all matters concerning their inclusion into ordinary schools and colleges.

Review of Development

The company was incorporated to provide advisory services as outlined above and it is the intention of the council that the company should continue to operate in its present capacity for the foreseeable future.

Results

The accounts show a net expenses for the year of £39,967 (2002: net income of £11,731). Major donations during the year ended 31 March 2003 include £57,000 from The Barrow Cadbury Trust and £20,000 from The Platinum Trust.

Main Achievements and future plans

The year was dominated by an extensive and varied range of work by staff for CSIE's highly successful Inclusion Week, November 11-15, 2002, held to celebrate the Centre's 20th anniversary. From the beginning of the year (April 2002) all activities centred on completing the many tasks which the staff and Council had planned for the Week.

The first work was to promote the idea of the Week to as wide an audience as possible and encourage people in the UK and overseas to take part by putting on their own event in their area; more than 50,000 flyers with an application form were sent out. CSIE undertook to promote all events in the 'Inclusion Week Magazine' and on our website under the new web address of InclusionWeek.net. By the time the Magazine was printed in September for mailing to all event organisers, a wide range of bodies and individuals in this country and abroad had designed just over 100 events. By November, a further 150 had been added to that list making the total more than 250 on the website, involving thousands of people in activities. Each event organiser received an extensive pack of material from the Centre, including 10 copies of the Magazine, posters, postcards, CSIE leaflets and dedicated information sources to help promote events locally.

The Magazine also carried a range of articles by CSIE staff and Council, freelance writers and disabled adults writing about their experiences of segregated education. The UK Government gave a warm welcome to the Week with a message from Baroness Ashton, Parliamentary Under-Secretary of State at the Department for Education and Skills (DfES).

Another key CSIE publication that was prepared during the year and launched at the start of the Week was a new statistics report showing levels of segregation across all English local education authorities (LEAs), 'LEA inclusion trends in England 1997-2001: Statistics on special school placements & pupils with statements in special schools'. This was written for the Centre by Prof. Brahm Norwich, University of Exeter and covered the years 1997-2001, revealing that pupils in Manchester were seven times more likely to be placed in special schools than pupils in the London Borough of Newham. This CSIE statistical report is a regular and unique source of key information in the national debate surrounding inclusion.

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REPORT OF THE COUNCIL
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Main Achievements and future plans (continued)

CSIE also published an updated edition of the report by Linda Jordan and Chris Goodey on the development of inclusion in Newham where there is now only one special school, and a new basic leaflet describing inclusion and the work of the Centre. In addition, the CSIE Inclusion Charter, first launched in 1989, was revised and re-launched at the beginning of the Week when the British Psychological Society, a major professional education body in the UK, announced its decision to sign.

The Week ended with two further CSIE events: the first was the publication of a new report by Sharon Rustemier titled 'Social and educational justice: the human rights framework for inclusion' which focussed on the fundamental human rights principles underpinning inclusion and concluded that the on-going existence of special schools is the major obstacle hindering the development of inclusion. This landmark position paper by Rustemier evolved after lengthy discussions between CSIE staff and Council and the author, and sets out what is involved in ending discrimination against disabled children and adults.

The second event was CSIE's national day conference in London on the newly revised and updated Index for Inclusion, written by Tony Booth and Mel Ainscow. Over 200 delegates attended this day meeting to learn more about inclusive school development, using the Index materials to help break down barriers to learning and participation.

Extensive revising, editing and production of the new edition of the Index took place during the summer, resulting in the successful re-launch of the publication in September with a 5,000 print run that quickly sold out; this led to a re-print in November of a further 5,000 copies, which continue to sell well. As the accounts show elsewhere in this report, the Index has played a major part in the Centre's publication activities and continues to do so.

Another part of this Index work is the overseas translations for use in other countries. At the time of writing, translations or adaptations of the Index had been completed or were in the process of being finished in the following languages: Arabic, Basque, Chinese (Hong Kong), Finnish, French (Quebec), German, Hindi, Hungarian, Maltese, Norwegian, Portuguese, Romanian, Spanish, Swedish and Welsh. English editions are being used in several parts of Australia (Melbourne, Perth, Queensland & Tasmania), and in South Africa. In addition, an early years version of the Index has been produced and published by East Sussex County Council in collaboration with Tony Booth and CSIE.

The Centre issues contracts to bodies in the UK and overseas in order to facilitate these translations and adaptations for the (non-profit making) use of the Index.

CSIE staff continue to be closely involved with other organisations in the education field, including the Alliance for Inclusive Education, Disability Equality in Education, Network 81 and Parents for Inclusion in the UK, and overseas, the National Resource Centre for Inclusion at the Spastics Society of India in Mumbai, and the Marsha Forest Centre/Inclusion Network in Toronto, Canada.

The year also included a meeting of CSIE staff and Council with the DfES to discuss the validity of a rights based approach to supporting the development of inclusive education in this country; the Centre put the case for gradually phasing out all special schools along with the restructuring of ordinary schools, but the Department rejected this as an appropriate or realistic long term goal.

In January, CSIE staff and Council met to review the outcomes of Inclusion Week and the development of inclusion over the past decade, and to establish new priorities for the Centre for the coming five years. This detailed investigation by the Centre resulted in a new Strategy Paper covering 2003-08 with the three key objectives being set as:

- 1 To achieve legislative reform as a pressing human rights consideration which will phase out segregated schooling and revise the special needs statementing process.
- 2 To provide support and resources to make inclusion work.
- 3 To maintain and develop the Centre's office administration and publication distribution network and expand the CSIE website and funding efforts

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REPORT OF THE COUNCIL
(continued)

Main Achievements and future plans (continued)

The Strategy Paper, which also includes lists of planned tasks, including human rights work, will inform the Centre's approach to all of its activities.

In January, Mark Vaughan, Founder, attended the North South Dialogue 2 international conference in Kerala, India and presented a key paper on the Index for Inclusion working in the UK and overseas. At the end of the year Vaughan finished the first draft of a book on the history of inclusion being co-written with Prof. Gary Thomas, Oxford Brookes University. In February, Linda Shaw, Co-Director, attended a conference in Manitoba, Canada organised by the Association for Community Living. During the year, Linda Shaw also began a two-year MA course in Inclusive Education at the Institute of Education, University of London.

The year saw the successful transfer to computer of all financial activities of the Centre, carried out by Caroline Foyle, Administrator.

Plans for the coming year include:

- o Seeking out opportunities for reform to education law and compiling illustrations of inclusive experiences, struggles and breaches of rights.
- o Publishing a report on the successful education and life of Kirsty Arrondelle, a young woman with Down's Syndrome who has featured in earlier CSIE reports.
- o Investigating the possibility of publishing the East Sussex Early Years Index, and helping with the promotion of a Welsh version of the Index to all schools and LEAs in Wales.
- o Producing a follow-up LEA survey of segregation statistics.
- o Organising a national day conference on inclusion and human rights, based around Rustemier's report.
- o Developing the participation of young people in the wider inclusion debate.
- o Developing information sources and lobbying on inclusion in Scotland, Wales and Northern Ireland.
- o Continuing with overseas links with other bodies committed to inclusion for all.
- o Developing common interests in inclusive education with the University of the West of England, where CSIE is a tenant in the Education Faculty.

Staff

The CSIE staff are:

Mark Vaughan, Founder
Linda Shaw, Co-Director, and
Caroline Foyle, Administrator.

It is hoped to expand the number of staff as funding permits.

Membership of the council.

All the Members of the Council are directors of the company as well as Trustees of the charity. There are no other Trustees. The persons listed below were all Members of the Council throughout the year:-

Patricia Potts	Chair
Peter Newell	Hon. Secretary
Elizabeth Arrondelle	Hon. Treasurer
Dr Philippa Russell CBE	

All Members of the Council are required to retire at the annual general meeting and are eligible for re-election at that time.

The Charity's policy on reserves and investments

The Trustees regularly review levels of reserves to ensure they are adequate to meet the commitments of the

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REPORT OF THE COUNCIL
(continued)

The Charity's policy on reserves and investments (continued)

Centre with an early warning system about any possible shortfall, built into this system.
The Trustees' policy on investments is to ensure the best return with interest payments while safeguarding the quality of placement of funds.

There are no expected major financial commitments for the coming financial year.

Risks to Charity

The Trustees have considered the possible major risks to the Charity and have established systems to mitigate these risks.

Organisational structure

The work of the Centre each year is implemented by staff, Mark Vaughan, Founder, Linda Shaw, Co-Director and Caroline Foyle, Administrator and freelance workers, following regular meetings of the Trustees to agree broad direction and specific projects and activities. In addition, staff hold regular monthly meetings; discussions between staff and between staff and Trustees ensure that the setting of priorities for action is agreed before commencement. Each of the four meetings with the Trustees during the year includes full reporting on all matters, including financial position statements.

Other organisations

There are no formal, legal or financial relationships with any other organisations.

Fixed assets

Movements of tangible fixed assets are set out in note 7 on page 13.

Compliance

The accounts comply with current statutory requirements and with the requirements of the charity's Memorandum and Articles of Association.

Auditors

A resolution re-appointing Sue Wickham as the Company's auditor will be proposed at the Annual General Meeting.

Approval

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

This report was approved by the Trustees and signed on its behalf on *2 July 2003*.

New Redland
Frenchay Campus
Coldharbour Lane
Bristol
BS16 1QU


Peter Newell
(Hon.Secretary)

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STATEMENT OF THE COUNCIL OF MANAGEMENT'S RESPONSIBILITIES

Company law requires the Council of Management to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company as at the end of the financial year and of the excess or deficit of the company for that period. In preparing those financial statements, the Council of Management are required to:-

- * select suitable accounting policies and apply them consistently;
- * make judgements and estimates that are reasonable and prudent;
- * prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Council of Management are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
CSIE
CENTRE FOR STUDIES ON INCLUSIVE EDUCATION LIMITED**

I have audited the financial statements on pages 8 to 14 which have been prepared on the basis of the accounting policies set out on pages 10 to 11.

Respective responsibilities of the Council of Management and Auditor

As described on page 6, the Trustees are responsible for the preparation of the financial statements, which are required to be prepared in accordance with applicable United Kingdom law and accounting standards. It is my responsibility to form an independent opinion, based on my audit, on those statements and to report my opinion to you.

I report to you my opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. I also report to you, if in my opinion, the Directors' Report is not consistent with the financial statements, if the company has not kept proper accounting records, if I have not received all information and explanations I require for the audit, or if the information specified by law regarding the Directors' remuneration with the company is not disclosed.

I read the Director's Report and consider the implications for my report if I become aware of any apparent misstatements within it.

Basis of Opinion

I conducted my audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Council of Management in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Company's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or other error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In my opinion the financial statements give a true and fair view of the state of affairs of the charity at 31 March 2003 and of its incoming resources and application of resources, including its expenditure over income for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Sue Wickham 28 July 2003

Sue Wickham
Chartered Accountant
and Registered Auditor
30 Gwynne Close
Tring
Herts.
HP23 5EN

Income and outgoing resources are based on continuing operations.

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BALANCE SHEET
AS AT 31 MARCH 2003

	Note	2003	2002
		£	£
Fixed assets			
Tangible assets	7	2,335	4,285
Current assets			
Stock of publications		29,425	1,952
Trade debtors		3,923	6,408
Prepayments and other debtors		2,433	10,223
Cash at bank - current account		20,305	1,681
- deposit accounts		181,740	253,910
		<u>237,826</u>	<u>274,174</u>
Creditors: Amounts falling due within one year			
Other creditors		16,898	16,855
Accruals		3,519	1,893
		<u>20,417</u>	<u>18,748</u>
Net current assets		217,409	255,426
Total assets less current liabilities		<u>219,744</u>	<u>259,711</u>
Funds			
Restricted funds		0	0
Unrestricted funds		219,744	259,711
	8	<u>219,744</u>	<u>259,711</u>

The accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 and were approved by the Council of Management and signed on its behalf on *2 July 2003*.

Patricia Potts

Patricia Potts
Chair

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NOTES TO THE ACCOUNTS
31 MARCH 2003

1 Status

The Centre for Studies on Inclusive Education Limited is a company limited by guarantee and not having a share capital. Every member of the company undertakes to contribute such amount as may be required (not exceeding £1) to the company assets, if it should be wound up, whilst being a member for payment of the company's debts and liabilities contracted before ceasing to be a member.

The company is also a charity registered with the Charity Commissioners (number 327805) and is not subject to United Kingdom taxation.

2 Accounting policies

a) Basis of accounting

The accounts are prepared under the historical cost convention, in accordance with applicable Accounting Standards and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2000) issued in October 2000. They include the results of the charity's operations which are described in the Council of Management (Trustees' and Directors') Report and all of which are continuing.

The charity has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cashflow statement.

b) Income

Grants and donations are accounted for as received by the charity. No permanent endowments have been received in the period, but these are dealt with through the Statement of Financial Activities when received. Other income receivable is credited to income on an accruals basis.

c) Allocation of expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay.

d) Activities in furtherance of the charity's activities

Expenditure on Activities in furtherance of the charity's activities represents the costs of promoting public knowledge in all matters concerning the inclusion of special needs children into ordinary schools and colleges.

e) Cost of generating funds, Support costs, Management and administration

Due to the small number of employees at the Centre, the distinction between Cost of generating funds, Support and Administration costs cannot be precisely measured. All direct expenditure is allocated to the appropriate activity. Other costs, including payroll, offices costs and general services are allocated on an estimated basis to the various activities.

i) Fund raising costs comprise the expenses incurred in inducing trusts, foundations, local education authorities and government departments to contribute financially to the charity's work.

ii) Support costs comprise the overheads incurred in furthering the charity's activities.

iii) Management and administration costs comprise the general overhead expenses required to run the charity.

f) Operating leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the income and expenditure account as incurred.

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g) Pensions

The company contributes to defined personal pension schemes maintained by staff. Contributions are charged in the year to which they relate.

h) Value Added Tax

Partial recovery of Value Added Tax is obtained. Value Added Tax suffered is included in the relevant costs in the Statement of Financial Activities.

l) Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. The costs of office furniture and equipment are written off over their expected useful lives of four years.

k) Stock

The stock of publications are valued by the Council of Management at the lower of cost and net realisable value.

h) Fund accounting

Monies raised for and their use restricted to a specific purpose, or income subject to donor restrictions are treated as restricted funds.

Monies set aside by the Trustees for specific projects are treated as designated funds.

3 Incoming resources	<u>2003</u> £	<u>2002</u> £
Donations and legacies		
Grants for core funding	70,030	95,034
Grants from Local Education Authorities	11,800	12,333
	<u>81,830</u>	<u>107,367</u>

The charity did not receive any gifts in kind during the year or the previous year.

Activities to further the charity's objectives:

Grant for National Inclusion Week	7,000	10,000
Conference fees	21,487	9,990
Sales of publications	98,182	50,350
	<u>126,669</u>	<u>70,340</u>

Sales of publications include £69,613 in respect of the publication of the new version of the Index for Inclusion (£33,090 in 2002 for sales of the previous publication).

Investment income and interest

Bank interest received	<u>6,340</u>	<u>8,922</u>
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4 Resources expended

	2003						2002
	Cost of Generating funds £	Activities in furtherance of the charity's activities			Support costs £	Management and administration £	Total £
		Publishing £	Lobbying £	Conference £			
Salaries	8,474	0	0	0	61,437	14,830	84,741
Publishing	0	61,077	0	0	0	0	61,077
Conferences	0	0	0	34,777	0	0	34,778
Accommodation	612	0	0	0	4,434	1,070	6,115
Post & stationery	299	0	0	0	4,783	897	5,978
Telephone	123	0	0	0	1,727	617	2,467
Travel	0	512	512	5,123	0	4,098	10,246
Sundry costs	0	0	0	0	0	6,876	6,876
Promotion costs	0	4,065	0	4,065	0	0	8,129
Lobby fee	0	0	0	0	0	0	0
Professional fees	0	21,154	0	0	0	7,448	28,602
Information	0	0	947	947	0	947	2,841
Repairs and maintenance	0	0	0	0	0	1,003	1,003
Depreciation	0	0	0	0	1,420	530	1,950
	9,508	86,809	1,460	44,912	73,801	38,316	254,806
							174,898

No members of the Council are in receipt of remuneration (similarly 2002).

Out of pocket travelling expenses totalling £215 (2002: £87) were re-imbursed to two Council members during the year (2002: two).

Indemnity insurance costing £787 (2002: £473) was taken out to protect the charity and indemnify the trustees against neglect or default in the sum of £100,000 (2002 similarly).

Publication costs include £25,534 (2002: £7,447) in respect of the costs of preparing and publishing the new version Index for Inclusion.

Conference costs includes £43,513 (2002: £10,000) which has been incurred on the preparation and hosting of the Index Conference as part of Inclusion Week that was held in November 2002.

5 Net incoming/(outgoing) resources for the year

	2003 £	2002 £
Net incoming/(outgoing) resources is stated after charging:		
Depreciation and loss on disposal of fixed assets	1,950	2,840
Operating lease rentals	4,512	4,207
Auditor's remuneration for:		
Audit work, including expenses	500	674
Accountancy	500	500

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6 Staff costs	2003	2002
	£	£
Salaries	73,200	68,062
Social security costs	7,002	6,435
Pension contributions	6,058	4,837
	<u>86,260</u>	<u>79,334</u>
 Average number of persons employed	 3	 3

There were no members of staff who received emoluments in excess of £50,000 per annum (2002 nil).

7 Tangible fixed assets	Office furniture and equipment £
COST	
At 1 April 2002	9,109
Additions	0
Disposals	0
At 31 March 2003	<u>9,109</u>
 DEPRECIATION	
At 1 April 2002	4,824
Charge for the year	1,950
Relating to disposals	0
At 31 March 2003	<u>6,774</u>
 NET BOOK VALUE	
At 31 March 2003	<u><u>2,335</u></u>
At 31 March 2002	<u><u>4,285</u></u>

No capital commitments existed at the balance sheet date.

8 Analysis of fund balances between the net assets

	Unrestricted £	Restricted £	Total £
Tangible fixed assets	2,335	0	2,335
Net current assets	217,409	0	217,409
	<u>219,744</u>	<u>0</u>	<u>219,744</u>

At 31 March 2003 there were no Restricted Funds (similarly for 2002).

During the year a grant of £7,000 was received from Barrow Cadbury Trust (2002: £10,000 from The Platinum Trust) towards the costs of Inclusion Week which was held in November 2002. This amount was applied towards the costs of the event.

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 (continued)

8 Analysis of fund balances between the net assets (continued)

At 31 March 2003 there were no funds set aside by the Trustees.
 (At 31 March 2002 unrestricted Funds included £50,000 which the Council had set aside for promotion of National Inclusion Week in November 2002 and £25,000 which the Council had set aside for further development work on the Index for Inclusion).

9 Operating lease commitments

At 31 March 2003 the company had annual commitments for land and buildings under non-cancellable operating leases as follows:-

	2003	2002
Due within one year	<u>4,644</u>	<u>4,512</u>

10 Related and connected party transactions

There were no related or connected party transactions other than disclosed in the accounts.