

ST OSWALD'S CHURCH OF ENGLAND ACADEMY

(A company limited by guarantee)

Annual Report and Financial Statements

Year ended 31 August 2014

Company Registration Number:  
08176968 (England and Wales)

ST OSWALD'S CHURCH OF ENGLAND ACADEMY

(A company limited by guarantee)

<b>Contents</b>	<b>Page</b>
Reference and Administrative Details	1 - 2
Trustees' Report	3 - 9
Governance Statement	10 - 18
Statement on Regularity, Propriety and Compliance	19
Statement of Trustees' Responsibilities	20
Independent Auditor's Report to the Members	21 - 22
Independent Auditors Report on Regularity	23 - 24
Statement of Financial Activities (incorporating Income & Expenditure Account)	25 - 26
Balance Sheet	27
Cash Flow Statement	28
Notes to the Financial Statements, incorporating: Accounting Policies Other Notes to the Financial Statements	29 - 53

ST OSWALD'S CHURCH OF ENGLAND ACADEMY

(A company limited by guarantee)

**Reference and administrative details**

**Trustees**

The Trustees who served during the year are:-

Marion Wharton \*  
Jennifer Webb \*  
Kathryn Zuurbier \*  
Russell John Hall \*  
Christine Adamson \*  
Andrea Booth \*  
Rev Neil Redeyoff \*  
Christine Hughes (resigned 4<sup>th</sup> Feb 2014)  
Hazel Webb \* (appointed 3<sup>rd</sup> April 2014)  
Alan John Whitehall \*  
Deborah Dickerson \*  
Hannah Elizabeth Redeyoff \*  
Sarah Jane Middlebrook \*  
David Liddle \*

\* - member of the Strategic planning and finance committee

**Members**

Reverend Neil Redeyoff  
Mr Adrian Glyn Shephard  
Mr Alan John Whitehall

**Secretary**

Miss Sharon Lindley

**Senior management team**

Mr Russell Hall  
Mrs Andrea Booth,  
Mrs Elizabeth Travis  
Mrs Sarah Middlebrook

**Registered Office**

Silver Birch Grove  
Finningley  
Doncaster  
DN9 3EQ

**Company Registration Number**

08176968

ST OSWALD'S CHURCH OF ENGLAND ACADEMY

(A company limited by guarantee)

Auditors

Duncan & Toplis Limited  
15 Chequergate  
Louth  
Lincolnshire LN11 0LJ

Bankers

Lloyds TSB PLC  
55 High Street  
Doncaster  
DN1 1BH

Solicitors

Langleys LLP  
Olympic House  
Doddington Road  
Lincoln  
LN6 3SE

## ST OSWALD'S CHURCH OF ENGLAND ACADEMY

(A company limited by guarantee)

### **Trustees' Report**

The Trustees present their annual report together with the audited financial statements of the academy for the year 1 September 2013 to 31 August 2014.

The principal activity of the Charitable Company in the year under review is the operation of St. Oswald's Church of England Academy to provide high quality, free primary education to children aged between 5 and 11 years.

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

#### Constitution

The Academy Trust is a company limited by guarantee and an exempt charity. The Charitable Company's memorandum and articles of association are the primary governing documents of the Academy Trust. The company was incorporated on 13 August 2012 and commenced activities as an Academy on 1 September 2012.

The governors act as the trustees for the charitable activities of St. Oswald's Church of England Academy and are also the directors of the Charitable Company for the purposes of company law.

The Governing Body consists of 13 Governors (the Directors of the Academy Trust) of which 3 are Members of the Academy Trust. The Governing Body consists of The Head Teacher, 8 Foundation Governors, 2 Parent Governors, 2 staff Governors. The number of Governors also employed by the Academy Trust should never exceed 1/3 of the total composition of the Governing Body.

Details of the governors who served throughout the year are included in the Reference and Administrative details on page 1.

#### Members' Liability

Each member of the Charitable Company undertakes to contribute to the assets of the Charitable Company in the event of it being wound up while they are a member, or within one year after they cease to be a member, such amount as may be required, not exceeding £10, for the debts and liabilities contracted before they ceased to be a member.

#### Governors / Trustees' Indemnities

In accordance with normal commercial practice the Academy has purchased insurance to protect Governors and Officers from claims arising from negligent acts, errors or omissions occurring whilst on Academy business. The insurance provides cover up to £1,000,000 on any one claim.

## ST OSWALD'S CHURCH OF ENGLAND ACADEMY

(A company limited by guarantee)

### Method of Recruitment and Appointment or Election of Trustees

Parent Governors are elected by the parents of registered pupils at the Academy. A Parent Governor must be a parent of a pupil at the Academy at the time when she/he is elected.

The Community Governors may be appointed by the Governing Body provided that the person who is appointed as a Community Governor is:

- a person who lives or works in the community served by the Academy; or
- a person who, in the opinion of the Governing Body, is committed to the governance and success of the Academy.

Foundation Governors are appointed by the Diocese to support the Christian ethos of the school.

Staff Governors are elected by employees of the Academy Trust.

Governors are subject to retirement or re-election at the end of their 4 year term of office unless the eligibility conditions listed above prevail.

### Policies and Procedures Adopted for the Induction and Training of Trustees and Governors.

The Governing Body has a Service Level Agreement with the Governor Support department of Doncaster Metropolitan Borough Council, to provide training, advice and support to the Governing Body.

Newly elected Governors attend Induction Training for new Governors, and in addition select specific training provided by Governor Support in accordance with their needs.

The Deputy Head Teacher is the Leader for Professional Development in school, and he ensures that Governors are provided with opportunities to receive training in accordance with their role, and the school's Training Plan.

### Organisational Structure

The Governing Body has established committees and appoints Governors to serve on each of the committees annually. The committees for the year of the report were:

Strategic Planning and Finance  
Staff Disciplinary Appeals  
Pupil Disciplinary and Admissions  
Admission Appeals  
Headteacher's Performance Management  
Achievement and Teaching  
Behaviour and Safety

The written terms of reference of the committees includes the monitoring of the preparation and management of the Academy's budget and implementation of the Academy's financial management policies, including risk assessment.

## ST OSWALD'S CHURCH OF ENGLAND ACADEMY

(A company limited by guarantee)

The Governing Body also appoints a Responsible Officer and this role has been fully implemented in accordance with the Academy Trust's Financial Procedures.

### Connected Organisations, including Related Party Relationships

None

### **Objectives and Activities**

#### Objects and Aims

The main object of St Oswald's Church of England Academy is to establish, maintain, carry on, manage and develop a school with a designated Church of England religious character offering a broad and balanced curriculum to all pupils conducted in accordance with the principles, practices and tenets of the Church of England both generally and in particular in relation to arranging religious education and daily acts of worship (as required by the Funding Agreement between the Academy Trust and the Department for Education) and in having regard to the advice of the Diocesan Board of Education..

#### Objectives, Strategies and Activities

The school aims to maintain and improve upon its good with outstanding leadership status, through:

- High quality teaching and learning
- An enriched and supportive learning environment
- An inclusive, appropriate and creative curriculum
- Personalised Learning
- Monitoring and striving for outstanding pupil progress

Through the process of self-evaluation, the Head Teacher, supported by the Senior Leadership Team, analyses the school's performance, identifies strengths and areas for development, and sets annual priorities within the School Development Plan. The Governing Body discuss and approve the School Development Plan (SDP) and approve the financial plan to support the implementation of the SDP. The SDP is reviewed each term and findings presented to the Governing Body. At the end of the year, the Head Teacher presents an evaluation of the impact of the SDP upon outcomes to the Governing Body.(A copy of the School Development Plan is available upon request.)

#### Public Benefit

In setting our objectives and planning our activities, the Governing Body has given careful consideration to the Charity Commission's general guidance on public benefit.

St. Oswald's Church of England Academy is an equal opportunity employer, and strives to give full and fair consideration to all applicants for employment, training and promotions, irrespective of disability, gender, race, religion, colour or sexual orientation.

## Strategic Report

### Achievements and Performance

Ofsted conducted a full assessment of the school on the 12th and 13th of June 2014 and confirmed that St. Oswald's Church of England Academy was outstanding in all areas, and outstanding overall:

- ~ The attainment of pupils in the school is outstanding.
- ~ Teaching is outstanding.
- ~ Leadership and Management are outstanding.
- ~ The overwhelming majority of parents and pupils endorse the academy's view that learning and progress are outstanding.
- ~ Attendance and low number of persistent absences is outstanding and above National average.
- ~ Pupils' behaviour and consideration for each other are outstanding.

St. Oswald's Church of England Academy has robust systems for monitoring and evaluation, as accountability is high at every level. There is determination and drive to aim high. There is a clear vision and a relentless pursuit of excellence. All stakeholders have an uncompromising drive to improve the outcomes for all pupils.

Examples include:

- Clear target setting and review progress
- Pupil attainment/examination results
- The integrated nature of self assessment, planning for improvement and monitoring implementation daily to ensure impact.

### Key financial performance indicators

- Staff costs as a percentage of income and as a percentage of total expenditure
  - Monies saved and directed to children's direct needs through best value purchase principles.



## ST OSWALD'S CHURCH OF ENGLAND ACADEMY

(A company limited by guarantee)

### Going Concern

After making appropriate enquiries, the Governing Body has a reasonable expectation that the Academy Trust has adequate resources to continue in operational existence for the foreseeable future. For this reason it continues to adopt the going concern basis in preparing the financial statements. Further details concerning the adoption of the going concern basis can be found in the Statement of Accounting Policies.

### Financial Review

Most of the Academy's income is obtained from the Education Funding Agency (EFA) in the form of recurrent grants, the use of which is restricted to particular purposes. The grants received from the EFA during the year ended 31 August 2014 and the associated expenditure are shown as restricted funds in the statement of financial activities.

During the year, the Academy received total funding of £1,197,865 compared to total resources expended of £906,444 to give a surplus for the year of £291,421.

Taking into account the deficit brought forward from last year and the £12,000 actuarial loss on defined benefit scheme, the academy has £206,366 in accumulated reserves carried forward.

The trustees consider an appropriate level of reserves to be in the order of a minimum of 1 month's total expenditure, to insulate the academy in the event of EFA funding becoming interrupted, and the carry forward at 31 August 2014 is considered to be in line with that objective. At the current time the Academy is undergoing expansion with a Capital project for a Kitchen/Nursery and the reserve figure includes future expenditure regarding this project.

### Reserves Policy

The academy's 'free' reserves are its funds after excluding restricted funds. 'Reserves' are therefore the resources the academy has or can make available to spend for any or all of the academy's purposes once it has met its commitments and covered its other planned expenditure. More specifically 'free reserves' represent income to the academy which is to be spent at the Trustees' discretion in furtherance of any of the academy's objects but which is not yet spent, committed or designated.

The trustees review the reserve levels of the academy annually. This review encompasses the nature of income and expenditure streams. The trustees have determined that the appropriate level of free reserves should be equivalent to a minimum of 1 month's expenditure, which is approximately £75,000. The reason for this is to provide sufficient working capital to cover delays between spending and receipt of grants and to provide a cushion to deal with unexpected emergencies such as urgent maintenance. The academy's current level of free reserves is £88,059 which includes funds for the current Capital project.

The deficit on restricted general funds is £173,873 this arises from an actuarial deficit on the Local Government pension scheme of £209,000. The pension scheme deficit will be dealt with as advised by the actuary. The Governors intend to eliminate the remaining deficit through careful management of the Academy's reserves.

## ST OSWALD'S CHURCH OF ENGLAND ACADEMY

(A company limited by guarantee)

### Investment Policy

Any surplus funds will be invested with Lloyds TSB PLC in a deposit account. These investments will be carried out in accordance with the powers vested in the Governing Body.

### Financial and Risk Management Objectives and Policies

The financial results of St. Oswald's Church of England Academy are detailed in the following pages. It is considered that the finances are sound and well established. The principal financial management policies adopted are laid down by the Finance Handbook for Academies published by the Department for Education (DfE) and requirements as laid down by the Academy's Financial Handbook.

The principal funding source is grant income from the DfE. All expenditure of this grant income is planned to fulfil the objectives and strategies of the Academy.

During the year ended 31st August 2014 total resources expended were £906,444. and the surplus of income over expenditure was £291,421 which included depreciation of £5,514.

At 31 August 2014 the net book value of fixed assets was £111,030. The assets were used exclusively for providing the education and the associated support services to the pupils of St. Oswald's Church of England Academy.

The Academy has a comprehensive Risk Register, which is used in conjunction with regular financial reporting to monitor the operational and financial performance of the academy.

### Principal Risks and Uncertainties

The Governors have considered the major risks and uncertainties facing the Charitable Company which include changes in legislation and regulations and cash flow management and have put in place procedures to deal with these matters.

Outlined below is a description of the principal risk factors that may affect the academy. However, not all factors are within the academy's control and other factors besides those listed below may also adversely affect the Academy.

#### 1. Government funding

The academy has considerable reliance on continued government funding through the Education Funding Agency (EFA) and the Local Authority.

This risk has and will be mitigated in a number of ways:

- Funding is derived through a number of direct and indirect contractual arrangements;
- Considerable focus and investment is placed on maintaining and managing key relationships with the various funding bodies;
- Ensuring the academy is focused on those priority sectors which will continue to benefit from public funding;
- Contingency planning embedded into the academy budget process.

## ST OSWALD'S CHURCH OF ENGLAND ACADEMY

(A company limited by guarantee)

### 2. Maintain adequate funding of pension liabilities

The financial statements report the share of the local government pension scheme deficit on the academy's balance sheet in line with the requirements of FRS 17.

The academy takes professional advice on this position and makes appropriate contributions on the basis of that advice to ensure the deficit does not become unmanageable.

### 3. Pupil Strategy

The academy seeks to maintain its popularity with current and prospective pupils by:

- ensuring the academy delivers high quality education and training;
- maintaining outstanding success rates and good inspection outcomes; and
- investing in the its teaching staff and resources.

With ongoing commitment to quality, the academy now provides high quality learning environments. This places the academy in an excellent position to attract new pupils.

### Risk Management

The Governors confirm that, as part of an ongoing process, the major risks to which the Charitable Company is exposed have been reviewed and systems have been established to mitigate any risks identified. Business Risk Assessment is reviewed termly by the Strategic Planning and Finance Committee and reported to the Governing Body, to endorse any decisions made or action taken.

### Plans for Future Periods

The school is seeking to exploit the opportunities afforded by conversion to academy status. Initially by utilising increased financial resources and governance freedoms to improve further the standard of teaching and learning.

### Auditor

Insofar as the trustees are aware:

- there is no relevant information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The auditors, Duncan & Toplis Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the members of the Governing Body on 11<sup>th</sup> November 2014 and signed on its behalf by:

  
.....  
Reverend Neil Martyn Redeyoff  
[Chair]

# ST OSWALD'S CHURCH OF ENGLAND ACADEMY

(A company limited by guarantee)

## Governance Statement

### Scope of Responsibility

As Trustees, we acknowledge we have overall responsibility for ensuring that St Oswald's Church of England Academy has an effective and appropriate system of control, financial and otherwise. However such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives, and can provide only reasonable and not absolute assurance against material misstatement or loss.

The Governing Body has delegated the day-to-day responsibility to the Head Teacher, as Accounting Officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreement between St Oswald's Church of England academy and the Secretary of State for Education. They are also responsible for reporting to the Governing Body any material weaknesses or breakdowns in internal control.

### Governance

Committee Name: FULL DIRECTORS/TRUSTEE MEETINGS

Objective: MAIN TERMLY MEETING

Members:

Name of members	Number of meetings attended	Number of meetings at which attendance possible
NEIL REDEYOFF	4	4
DEBORAH	3	4
DICKERSON		
CHRISTIE ADAMSON	4	4
ANDREA BOOTH	4	4
RUSSELL HALL	4	4
CHRISTINA HUGHES	0	2
DAVID LIDDLE	3	4
SARAH	4	4
MIDDLEBROOK		
HANNAH REDEYOFF	3	4
JENNIFER WEBB	3	4
HAZEL WEBB	4	1
MARION WHARTON	4	4
ALAN WHITEHALL	3	4
KATHRYN ZUURBIER		