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REGISTERED CHARITY NO: 900347
COMPANY NO: 02454554

THE MANOR PREPARATORY SCHOOL TRUST
(A COMPANY LIMITED BY GUARANTEE)
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2009

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**THE MANOR PREPARATORY SCHOOL TRUST
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FOR THE YEAR ENDED 31 JULY 2009**

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THE MANOR PREPARATORY SCHOOL TRUST

ADMINISTRATIVE INFORMATION

VISITOR:

The Right Reverend The Lord Bishop of Oxford

GOVERNORS:

The Governors are the charity trustees of The Manor Preparatory School Trust and have all served in office throughout the year except where indicated.

Mrs R M Kashti BA (Chair) ¹²	
Mr J C Arup BSc CEng ¹²	
Mr J I Barton FRICS ¹²	(Resigned 26/11/2008)
Miss J E Cranston	
Reverend Mother W A Durrant	
Mrs R A Eccles BA Cert Ed MCert SpID (Dyslexia)	
Mr R P Fieth BA, FCA ¹²	
Mr S N Harkness MRICS ¹²	
Mr J D Holmes BA	
Mr M R Johnson Bed	(Resigned 21/11/2008)
Miss C E Mitchell BEd, MA	
Mr W T Phelps BA, PGCE	(Appointed 18/3/2009)
Mr G P Sumeray BA, MBA	(Appointed 18/3/2009)

- 1 *Finance and general purpose Sub-Committee*
- 2 *Premises Sub-Committee*

OFFICERS:

Mr P Heyworth MA Oxon PGCE (Head)
Mr D Ramm BSc, ACMA (Bursar, Clerk to the Governors and Company Secretary)

COMPANY REGISTERED ADDRESS:

The Manor Preparatory School Trust
Faringdon Road
Abingdon
Oxon
OX13 6LN

A company registered in England and limited by guarantee No. 02454554

Charity Commission No. 900347

**THE MANOR PREPARATORY SCHOOL TRUST
PROVIDERS OF PROFESSIONAL SERVICES**

BANKERS:

National Westminster Bank
Thames Valley Corporate Business Centre
Oxford Commercial Office
Willow Court
Minns Business Park
7 West Way
Oxford
OX2 0JB

SOLICITORS:

Darbys Solicitors LLP
52 New Inn Hall Street
Oxford
OX1 2DN

Farrer & Co LLP
66 Lincoln's Inn Field
London
WC2A 3LH

AUDITORS:

Horwath Clark Whitehill LLP
Aquis House
49-51 Blagrove Street
Reading
Berkshire
RG1 1PL

THE MANOR PREPARATORY SCHOOL TRUST
REPORT OF THE GOVERNORS
FOR THE YEAR ENDED 31 JULY 2009

The Governors of the School, who are also the Directors of the Company and Charity Trustees for the purposes of the Charities Act 1993, have pleasure in presenting their annual report, together with the financial statements, for the year ending 31 July 2009.

The format and content of the report and financial statements comply with the Companies Act 2006, the Charities Act 1993 and the Statement of Recommended Practice: 'Accounting and Reporting by Charities' (SORP 2005).

1 REFERENCE AND ADMINISTRATIVE INFORMATION

The Manor Preparatory School Trust was incorporated on 12 December 1989 as a company limited by guarantee. The company number is 2454554, and the charity number 900347.

2 STRUCTURE, GOVERNANCE AND MANAGEMENT

2.1 Governing Document

The company is governed by its Memorandum and Articles of Association.

2.2 Governing Body

The Governors of the Trust are all Directors of the Company. Those who held office during the financial year are listed on page 1. Governors are elected by the Board to fill a vacancy due to retirement, or to enhance or add to the particular skills of the Board. One third of the elected Governors, based on those who have been longest in office since their last election, retire from office at each Annual General Meeting but retiring Governors are encouraged to stand for re-election at that Annual General Meeting. Governors may remain in office for a continuous period of nine years. A retiring elected Governor, who, at the date of his retirement is serving as Chairman of the Trust, is eligible for re-election (subject to annual re-election as Chairman) for a maximum period of three years even if the continuous period of service exceeds nine consecutive years.

Mother Winsome Durrant of The Community of St Mary the Virgin at Wantage is automatically a member of the Board of Governors upon appointment as Reverend Mother General.

Mrs R A Eccles, Mr R P Fieth and Mr J D Holmes were required to retire in rotation at the Annual General Meeting on 26 November 2008. All were re-elected. Mr W T Phelps and Mr G Sumeray joined the Board during the year. Mr M R Johnson resigned and Mr J I Barton retired from the Board during the year. The Governors wish to acknowledge the significant contribution these Governors have made to the running of the School over a number of years.

The Trust has no share capital and consequently none of the Governors have any interest in the Trust. The liability of the Governors is limited to the extent of £1 each in the event of the Trust being wound up.

2.3 Recruitment and Training of Governors

Potential governors are identified by members of the Governing Body and considered against the Body's specifications concerning eligibility, competence, specialist skills and local availability. Training is offered to all Governors.

2.4 Organisational Management

The members of the Governing Body are legally responsible for the overall management and control of the School. The Governing Body meets three times during the year and at other times as required by the School's business. Much of the preparation for these meetings is undertaken by the Finance and General Purpose and the Premises sub-committees of the Board. At the end of each meeting of the Governing Body there is an opportunity for the Governors to have a discussion without staff present if and when the need arises.

The day to day running of the School is delegated to the Head, assisted in this by the Deputy Head and the Bursar, who together form the Executive Committee of the School. The Head and Bursar attend meetings of the Governing Body and its Committees.

**THE MANOR PREPARATORY SCHOOL TRUST
REPORT OF THE GOVERNORS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2009**

2.5 Group Structure

The company has no subsidiaries.

The School is an active member of:

- The Independent Schools Council
- The Association of Governing Bodies of Independent Schools
- The Independent Schools' Bursars Association

The Head is an active member of:

- The Independent Association of Preparatory Schools

2.6 Local Community Relationships and other Charitable Activities

The School is part of Abingdon4Education – an informal arrangement between four renowned independent schools in Abingdon. The School of St Helen and St Katharine, The Manor Preparatory School, Abingdon School and Abingdon Preparatory School, offer a co-ordinated approach to education for 2-18 year olds, boys and girls, combining the best of single sex and co-education environments. The four schools share the same ethos as well as a close geographical proximity.

The School also provides the use of its facilities to local community groups and to local families on a regular basis at either low cost or no cost. It supports both national and international charities through a wide variety of fund raising initiatives. The School is also committed to serving the best interests of the local community by protecting and actively promoting the improvement of the local environment.

2.7 Risk Management

The Board continues to keep the School's activities under review, particularly with regard to any major risks that may arise from time to time, and to monitor the effectiveness of the system of internal controls and other viable means, including insurance cover where appropriate, by which those risks already identified by the Governors can best be mitigated.

The Governing Body is responsible for the management of these risks. The School has a comprehensive risk management framework which includes a detailed risk map. Detailed considerations of risk are assessed by senior staff for review by the Finance and General Purpose sub-committee and the Governing Body. Risks are identified and assessed and controls established throughout the year. A formal review of the risk management process is undertaken on a regular basis. The key controls used include:

- Formal agendas for Governing Body and Committee meetings
- Strategic planning, budgeting and management accounting
- Established reporting lines
- Formal written policies
- Authorisation and approval levels

Through this established risk management process, the Governors are satisfied that the major risks identified have been adequately mitigated where necessary and practicable. It is recognised that these systems can only provide reasonable, and not absolute, assurance that the major risks have been adequately managed.

**THE MANOR PREPARATORY SCHOOL TRUST
REPORT OF THE GOVERNORS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2009**

3 OBJECTS, AIMS, OBJECTIVES AND ACTIVITIES

3.1 Charitable Objects

The main charitable object of the Trust is to promote and provide for the advancement of education of children in the United Kingdom and elsewhere, so as to provide them with a sound Christian and moral basis. The principal current activity of the Trust is the operation of an independent preparatory, pre-preparatory and nursery school.

The Governors believe that the School performs its functions well and regularly monitor the performance of the School and its leadership.

3.2 Strategic aims and intended effect

The Manor Preparatory School's strategic aim is to provide every child with an excellent academic, spiritual and moral education in a warm and supportive environment and to enthuse them with a love of learning and the desire to make the very most of their abilities and opportunities in a rapidly changing world. The School also aims to provide a wide curriculum of activities including drama, art, music, sport and life skills.

3.3 Objectives for the Year

The Board's main objective continued to be to educate all the School's pupils to at least the same high standard achieved by the School in previous years.

The School aims to provide generous resources to support the delivery of the curriculum and to maintain and enhance, through a continuous programme of professional development, an experienced, dedicated and well qualified staff who can educate effectively both academically and spiritually. The refining and enhancing of efficient processes and structures in all areas of management, utilising technological advances where practical and cost effective, support these objectives. The School also encourages all staff and pupils to play a positive role in contributing to the life of the School and the wider community, thus helping the pupils to prepare for their next school and the opportunities, responsibilities and experiences of adult life.

The School also aims to widen access to its education on offer by continuing to provide a bursary scheme to allow parents who would otherwise be unable to afford the fees, to send their children to the School.

3.4 Public Benefit Aims for the year

The guidance from the Charities Commission states that public benefit provided by The Manor Preparatory School has to be consistent with the school's aims.

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006, to have due regard to the guidance issued by the Charity Commission on public benefit.

In the Memorandum and Articles of Association (amended 31st October 2001) of The Manor Preparatory School Trust (Company 2454554, incorporated on 21 December 1989), it says that "The Trust is established to promote and provide for the advancement of education of children in the United Kingdom and elsewhere so as to provide them with a sound Christian and moral basis."

THE MANOR PREPARATORY SCHOOL TRUST
REPORT OF THE GOVERNORS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2009

3.5 Strategies to Achieve the Year's Objectives

Our strategy to achieve our objectives for the year has been to maintain our high teacher-to-pupil ratio and the excellence of our staff. We created a new role, Director of Sport, for September 2008 in order to develop and strengthen the School's overall provision for sport, thereby enhancing the School's reputation. We have lengthened the School's lunch hour so that there is now much more extra-curricular activity at lunchtimes. We have added a Form Time at the end of each day to strengthen the School's pastoral care. We have incorporated rigorous Lesson Observation and Scrutiny of Work scheme so that teaching and learning can be effectively monitored.

The School has worked on ways of ensuring that the Pre-Prep becomes as fully co-educational as possible. Boys had moved up to Reception in 2008/9 and are expected to stay until the end of Year 2, when they transfer to other preparatory schools.

As a reflection of the current economic environment we have put our plans concerning Church Farm on temporary hold, because of the very considerable costs of modernising it for any use.

3.6 Bursaries

The School operates a means tested bursary scheme. Bursaries are also offered to existing parents encountering unforeseen hardship through no fault of their own.

3.7 Volunteers

The School is extremely grateful to be supported by volunteer parents. The Friends of The Manor set up and run fund raising activities both for the School and for national and international charities chosen by the School's pupils.

3.8 Operational Performance of the School

Academically, The Manor's pupils have had an excellent year (see section 3.11). This is a reflection of the extremely hard work of pupils and staff.

The School's Senior Leadership Team had three new members – Mrs Anita Stokes (Deputy Head), Miss Claire Porter (Head of Pre-Prep) and Mrs Pippa McConnell (Head of Early Years) – to join the Headmaster and Bursar. The SLT has worked very hard to ensure the smooth running of the School and to see that all the School's policies and procedures reflect best practice.

The School's extra-curricular programme grew considerably over 2008/9 so that by the Summer Term there were over 90 separate extra-curricular opportunities each week. The impact of the new Director of Sport, Mrs Angela O'Rourke, has been vast: inter-school matches have tripled, 58 separate sporting extra-curricular activities now take place each week and every child in the school has been affected by her enthusiasm and belief in their native abilities. The new Director of Music, Mrs Susan Glaisher, arrived in January 2009 and has also made a considerable mark: a particular success was the joint Singing Day with a maintained school (Caldecott Primary School) and three independent schools.

**THE MANOR PREPARATORY SCHOOL TRUST
REPORT OF THE GOVERNORS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2009**

3.8 Operational Performance of the School (cont'd)

The Future Plans of The School, as stated in the 2007/8 Trust Report, were as follows:

- a. Aim for growth in pupils numbers for the School as a whole**
Despite the economic downturn, the School's overall numbers continue to rise: in September 2007 there were 315 pupils on the roll, 330 in September 2008, and 338 in September 2009 (including 14 in the new Pre-Nursery).
- b. Develop a Pre-Nursery**
The cottage was converted into a Pre-Nursery in January 2009 to take boys and girls who were too young to be in the Nursery, where children have to be 3 on 1st September of the academic year in question. In the Spring and Summer Terms, Pre-Nursery pupils had to be already 3 or 'rising 3' (turning 3 during the following term). From September 2009 Ofsted has granted The Manor a licence to take any 2 year-olds. Pre-Nursery numbers were 9 in the Spring Term 2009 and 16 in the Summer Term 2009.
- c. Make the Pre-Prep fully co-educational for 2010/11**
In the Summer Term of 2008/9, there was a group of eight boys in one of the Reception classes, 14 boys in Nursery and 6 boys in Pre-Nursery, making a total of 28. Excellent progress is being made therefore to make the Pre-Prep co-educational in every year group (Pre-Nursery to Year 2) by 2010/11.
- d. Explore and Develop more Public Benefit activities**
Please see the section on Public Benefit to understand the growth in activities in this area in 2008/9.

3.9 Fundraising Performance for the Period

Funds are raised through the letting of the School's facilities. This income is used to help fund the School's Bursary Scheme. During the year, the revenue raised was £19,000 (2007/08: £19,000).

3.10 Investment Performance for the Period

The assets of the School are invested in the land and buildings and note 8 to the financial statements gives a breakdown. Land and buildings are shown at a cost of £4.3m in the financial statements. Their value for insurance purposes is £11.6m. Current assets and liabilities remain stable.

The cashflow increased by £243k during the year made up mainly of the annual surplus. The school has no borrowings.

THE MANOR PREPARATORY SCHOOL TRUST
REPORT OF THE GOVERNORS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2009

3.11 Public Benefit

a. Through Education

Education itself has long been (and remains) a charitable purpose and a public good. The Manor has a virtually non-selective intake but the pupils' results are, by the age of 11, substantially in advance of the state sector average in the Key Stage 2 SATS and also exceed the average mark for all preparatory schools (this is the average for schools that are part of IAPS, the Independent Association of Preparatory Schools).

	Manor Pupils % of Level 4 and above 2009	IAPS Average 2008	National Average 2008	Manor Pupils % of Level 5 and above 2009	IAPS Average 2008	National Average 2008
English	100%	98%	81%	73%	61%	29%
Maths	100%	96%	78%	76%	62%	31%
Science	100%	97%	88%	87%	73%	44%

As a result of the excellent standard of education, 96% of parents of Year 6 leavers in 2009 confirmed that their daughter had achieved an offer of a place at her first choice independent school. The final destinations of the 2009 Year 6 leavers were as follows:

School	Destination of Year 6 Leavers	Scholarships awarded
St Helen's	19	Academic (3) Music (1) Mathematics (1)
Our Lady's Abingdon	5	
Headington	6	Academic (1)
Oxford High School	8	Academic (2) Music (1)
Wycombe Abbey	2	
St Mary's Calne	1	
Tudor Hall	1	
Downe House	2	
St Gabriel's	1	
Leighton Park	2	
Kendrick School	1	
The Abbey School, Reading	-	Academic (1)

b. Bursaries

The Manor Preparatory School provided six bursaries in 2008/9 totalling £34,000. These bursaries are given to pupils who could not otherwise come to the school. All awards are subject to a means test of parents.

**THE MANOR PREPARATORY SCHOOL TRUST
REPORT OF THE GOVERNORS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2009**

c. Fundraising for Charities 2008/9

The school encourages children to fundraise for particular areas of interest as part of the development of their social responsibility.

Date	Event	Charity	Total Raised
Oct 08	Harvest Festival	Against Malaria	£1,070
Oct 08	'Wear it Pink' Day	Breast Cancer Campaign	£126
Dec 08	Y1/Y2 Xmas Concert	Children's Society	£142
Dec 08	Y3/Y4 Xmas Performance	Salvation Army	£110
Dec 08	Nursery/Reception Nativities	Meningitis Foundation	£131
Dec 08	Y5/Y6 Xmas Performance	Plan UK	£144
Dec 08	Xmas cards sale	Great Ormond Street Hospital	£58
Dec 08	Pre-Prep Staff	Shine Charity	£55
Jan 09	School Cake Sale	Unicef	£682
Jan 09	'Carrots' Production (with Abingdon Schools)	Barnados	£2,500
March 09	Red Nose Day	Red Nose	£428
March 09	Year 2 Play	RNLI	£107
May 09	Sponsored Swim	CLIK Sargeant	£6,263
June 09	Y6 Fête	ROSY (Respite Nursing for Oxfordshire's Sick Youngsters)	£726
		IMPS	£726
		SSNAP	£726
July 09	Year 4 Play	Durrell Wildlife Conservation	£37
TOTAL			£14,031

d. Other activities that benefit children outside the school

As a school we encourage children to participate in a range of other activities with other schools.

- **Singing Day (24 March 2009)**

The Manor led a special Singing Day for 300 Y5 and Y6 pupils from five schools, all receiving instruction from a professional singing coach. The schools included a class of children from Caldecott School, a primary school in Abingdon. No charge was made to Caldecott School for participating; The Manor also paid for all their coach travel.

The Headmistress of Caldecott School, Mrs Margaret Wolf, came to the concert at the end of the day and was delighted with the event.

- **Fun Farm Day (3 June 2009)**

We arranged for Miller's Ark, a mobile zoo, to come to the school with all their animals. The event was free and open to the public: over 400 people came. Local nurseries brought groups of children and Carswell School brought two classes. It was an event that reached out to many areas of the local community. Darby's were co-hosts.

**THE MANOR PREPARATORY SCHOOL TRUST
REPORT OF THE GOVERNORS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2009**

- **Hire of facilities at considerably less than market rates to the following organisations:**

- National Childbirth Trust (NCT)
- Touch of Relaxation (baby massage)
- Elite School Sports (Judo)
- Stagecoach Theatre Company
- Perform
- Monkey Music (groups of very young children learning music)
- Manor Fun (programme of holiday activities mainly for Manor pupils but also for siblings outside the school).

e. Other activities that benefit the broader community

- Local residents invited to fêtes and Gift Fair.
- Christmas tree given to local church.
- Shippon residents given free use of The Manor's tennis courts after school hours, in the holidays and weekends.
- As part of Oxford Artweeks, The Manor opened its doors to the public for an art display in May 2009. This was a free event and each child in the school had at least one piece of art work on display.
- Hire of facilities to:
 - Abingdon and District Music Society
 - Local Yoga group
 - Tennis One
 - Southfield Tennis Club

4. FINANCIAL REVIEW AND RESULTS FOR THE PERIOD

The net incoming resources for the year amounted to a surplus of £220,004. The Governors consider that the results for the year, as shown on the attached financial statements are satisfactory with the net incoming resources representing 7.5% of fee income.

The School aims to achieve a sufficient level of net incoming resources to finance the ongoing capital expenditure required to keep the School's facilities and infrastructure at a level which may be expected of an independent preparatory school and to allow for unforeseen, but essential, expenditure.

4.1 Reserves Policy

The financial reserves policy, which helps to underpin the achievement of the School's objectives, is:-

- (a) to have sufficient working capital so that all aspects of the School's work can be conducted in an orderly and efficient manner, including the development and maintenance of the School's buildings.
- (b) to use all cash assets to minimise borrowing associated with the continual development of the School and its buildings.
- (c) to provide cover for unexpected or unavoidable items of expenditure which cannot be funded from current income.

The policy is based on maintaining either cash at bank or access to borrowing facilities when major capital projects are undertaken.

The School has £489,000 of Free Reserves as defined by The Charity Commission, and seeks to accumulate reserves over a number of years in order to provide for the items referred to above.

**THE MANOR PREPARATORY SCHOOL TRUST
REPORT OF THE GOVERNORS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2009**

5. FUTURE PLANS FOR 2009/10

While the school's overall objectives remain the same, the Governors - together with the Headmaster and Senior Leadership Team - continue to refine the School's Development Plan, the main constituents of which for 2009/10 are as follows:

- a. Publicise more greatly the Bursary Scheme and increase the overall number of bursary recipients and the overall amount of funds allocated to bursaries.
- b. Develop the Pre-Nursery and reap the benefits of Ofsted's licence to The Manor for educating 2 year olds.
- c. Improve the marketing of the school by employing a Marketing Assistant.
- d. Ensure the success of the Joint Bus Service with Abingdon School, St Helen's and The Manor (started September 2009).

6. STATEMENT OF GOVERNORS' RESPONSIBILITIES

The purpose of this statement is to distinguish the Governors' responsibilities for the financial statements from those of the auditors as stated in their report.

Company law requires the Governors to prepare financial statements for each financial period, which give a true and fair view of the state of affairs of the Company and of its net income or expenditure for the period.

The governors are responsible for preparing the Governors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Governors to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards) and applicable law.

Under company law the Governors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing these financial statements, the Governors are required to:

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

The Governors are responsible for ensuring that adequate accounting records are maintained that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and ensuring their proper application in accordance with charity law, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**THE MANOR PREPARATORY SCHOOL TRUST
REPORT OF THE GOVERNORS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2009**

7. PROVISION OF INFORMATION TO AUDITORS

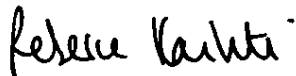
Each of the persons who are governors at the time when the Governors' report is approved has confirmed that:

- so far as that governor is aware, there is no relevant audit information of which the Charity's auditors are unaware, and
- that governor has taken all the steps that ought to have been taken as a governor in order to be aware of any information needed by the Charity's auditors in connection with preparing their report and to establish that the Charity's auditors are aware of that information.

8. AUDITORS

In accordance with Section 485 of the Companies Act 2006, a resolution proposing the re-appointment of Horwath Clark Whitehill LLP as auditors to the Company will be put to the Annual General Meeting.

Approved by the Board of Governors on 25th November 2009 and signed on its behalf by



Mrs R. M. Kashti
Chair

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE MANOR PREPARATORY SCHOOL TRUST

We have audited the financial statements of The Manor Preparatory School Trust for the year ended 31 July 2009 which comprises the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the charitable company's members, as a body, in accordance with Sections 495 and 496 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF THE GOVERNORS AND AUDITORS

The responsibilities of the Governors (who are also the charity trustees for the purposes of charity law and who are also the directors for the purpose of company law), for preparing the Governors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Governors' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (United Kingdom and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and have been prepared in accordance with the Companies Act 2006. We also report to you if in our opinion the information given in the Governors' Annual Report is consistent with the financial statements.

In addition, we report to you if, in our opinion, the charitable company has not kept adequate and proper accounting records, if the charity's financial statements are not in agreement with those records, if we have not received all the information and explanations we require for our audit or if certain disclosures of trustees' remuneration specified by law are not made

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE MANOR PREPARATORY SCHOOL TRUST (CONTINUED)

Basis of opinion


We conducted our audit in accordance with International Standards on Auditing (United Kingdom and Ireland) 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 judgments made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

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

Unqualified Opinion

In our opinion:

- the financial statements give a true and fair view of the state of the charity's affairs as at 31 July 2009 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- the financial statements have been prepared in accordance with the Companies Act 2006; and
- the information given in the Trustees' Report is consistent with the financial statements.



Alastair Lyon (Senior Statutory Auditor)
For and on behalf of Horwath Clark Whitehill LLP
Chartered Accountants and Statutory Auditors
Aquis House
49-51 Blagrove Street
Reading
RG1 1PL

Date 27 November 2009

THE MANOR PREPARATORY SCHOOL TRUST
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2009

	Notes	Unrestricted £	Expendable Endowment £	2009 £	2008 £ <i>Total</i>
INCOME AND EXPENDITURE ACCOUNT					
INCOMING RESOURCES					
Income from charitable activities:					
School fees receivable	2a	2,940,779	-	2,940,779	2,668,336
Other income	2b	298,323	-	298,323	246,948
Income from generated funds:					
Letting income	2c	18,583	-	18,583	18,989
Interest received	2c	11,031	-	11,031	34,934
Donations	2c	<u>9,324</u>	<u>-</u>	<u>9,324</u>	<u>11,324</u>
Total incoming resources		<u>3,278,040</u>	<u>-</u>	<u>3,278,040</u>	<u>2,980,531</u>
RESOURCES EXPENDED					
Charitable activities:					
School operating costs	3	2,999,622	-	2,999,622	2,893,845
Costs of generating funds:					
Financing costs	3	5,342	-	5,342	4,693
Marketing and advertising	3	<u>43,293</u>	<u>-</u>	<u>43,293</u>	<u>48,166</u>
		3,048,257	-	3,048,257	2,946,704
Governance costs:	3	<u>9,779</u>	<u>-</u>	<u>9,779</u>	<u>16,748</u>
Total resources expended		<u>3,058,036</u>	<u>-</u>	<u>3,058,036</u>	<u>2,963,452</u>
NET INCOMING RESOURCES		<u>220,004</u>	<u>-</u>	<u>220,004</u>	<u>17,079</u>
FUNDS BROUGHT FORWARD AT 1 AUGUST 2008					
		<u>3,629,760</u>	<u>695,000</u>	<u>4,324,760</u>	<u>4,307,681</u>
FUNDS CARRIED FORWARD AT 31 JULY 2009					
		<u>3,849,764</u>	<u>695,000</u>	<u>4,544,764</u>	<u>4,324,760</u>

There were no gains or losses arising during the current or preceding year other than those reported above.

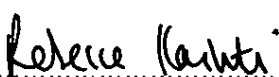
All income and operating surplus arise from continuing activities.

The notes on pages 18 to 26 form part of these financial statements


THE MANOR PREPARATORY SCHOOL TRUST
(COMPANY NUMBER 02454554)
BALANCE SHEET
31 JULY 2009

	Notes	2009 £	2008 £
FIXED ASSETS			
Tangible assets	8	4,055,672	4,076,767
CURRENT ASSETS			
Stocks	9	5,008	5,357
Debtors	10	128,720	102,275
Cash at bank and in hand		<u>750,632</u>	<u>507,648</u>
		884,360	615,280
CREDITORS: Amounts falling due within one year	11	<u>(395,268)</u>	<u>(367,287)</u>
NET CURRENT ASSETS		<u>489,092</u>	<u>247,993</u>
NET ASSETS		<u>4,544,764</u>	<u>4,324,760</u>
FINANCED BY:			
Unrestricted funds	14	3,849,764	3,619,089
Designated funds	14	-	10,671
Expendable endowment funds	14	<u>695,000</u>	<u>695,000</u>
		<u>4,544,764</u>	<u>4,324,760</u>

Approved and authorised for issue by the Board of Governors on 25th November 2009.



 Mrs R. M. Kashti



 Mr R. P. Fieth

The notes on pages 18 to 26 form part of these financial statements

THE MANOR PREPARATORY SCHOOL TRUST
CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 JULY 2009

	Notes	2009 £	2008 £
NET INCOMING RESOURCES FROM OPERATING ACTIVITIES	12	410,526	101,411
Returns on investments and servicing of finance			
Interest received		11,031	34,934
Capital expenditure and financial investment			
Payments to acquire tangible fixed assets		<u>(178,573)</u>	<u>(233,773)</u>
INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS	13	<u>242,984</u>	<u>(97,428)</u>

The notes on pages 18 to 26 form part of these financial statements

THE MANOR PREPARATORY SCHOOL TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2009

1. ACCOUNTING POLICIES

a) Basis of preparation

The financial statements are prepared under the historical cost convention, in accordance with applicable accounting standards and the Statement of Recommended Practice "Accounting and Reporting by Charities" (the Charities SORP 2005) and in compliance with the Companies Act 1985.

b) Tangible fixed assets and depreciation

Tangible fixed assets are stated at historical cost less depreciation. Depreciation is provided at rates that reflect the anticipated useful lives of the assets and their estimated residual values.

Equipment and furniture	-	15% straight line
Computer equipment (school/office)	-	33 $\frac{1}{3}$ % straight line
Buildings	-	2% straight line
Motor vehicles	-	20% straight line

No depreciation is provided on freehold land.

Items costing less than £500 are written off as expenses when acquired.

c) Stocks

Food is valued at cost. Materials for instruction, books, etc, are valued at the lower of cost and their estimated net realisable value.

d) Pension costs

Teaching staff contribute to the Department of Education pension scheme providing benefits based on final pensionable pay. This is a multi employer defined benefit pension scheme. The assets of the scheme are held separately from those of the School. As a result it is not possible or appropriate to identify the assets and liabilities of the Scheme which are attributable to the School. Consequently, contributions to the scheme are charged to the income and expenditure account as they become payable.

The School also contributes to personal, group and IAPS pension schemes for non-teaching staff providing benefits based on money purchase schemes. The assets of the schemes are held separately from those of the School. The pension cost charges represent contributions by the School to these schemes, which are recognised when they become payable.

e) Fees receivable

School fees income comprises the value of amounts invoiced for tuition fees charged in respect of pupils. They are stated after deducting any remissions granted by the School in respect of bursaries and allowances.

f) Other income

Other income comprises the value of amounts in respect of related services charged in respect of the pupils, including registration fees.

g) Letting income

Letting income comprises the value of amounts invoiced in respect of facility and premises hire charges.

THE MANOR PREPARATORY SCHOOL TRUST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2009

1. ACCOUNTING POLICIES (continued)

h) Donations

Donations receivable for the general purposes of the Charity are recorded separately and any wishes of the donor(s) taken into account whenever and wherever practical. Where donations are made under certain terms and conditions, the Board will consider such conditions before accepting the donation. Donations in kind are included in the Statement of Financial Activities at a reasonable estimate of their open market value.

i) Resources expended

Expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. Costs have been directly attributed to one of the functional categories of resources expended in the Statement of Financial Activities. The school is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

Expenditure in respect of the other support costs of the charity includes school trips expenditure, recruitment costs and general office costs.

Governance costs comprise the cost of running the charity, including external audit, Governors' legal advice, and constitutional and statutory compliance costs.

j) Bursaries

Bursaries are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional. Such Bursaries are recognised as expenditure when the conditions attaching are fulfilled.

k) Operating leases

Rentals payable under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

l) Fund accounting

Unrestricted funds are net incoming resources generated for expenditure on the general objectives of the charity.

Designated funds are funds set aside by the Governors out of unrestricted general funds for specific purposes.

Expendable endowment funds are capital that is intended to provide long term benefit to the school but which are expendable at the discretion of the Governors, subject to restrictions imposed by the donor.

THE MANOR PREPARATORY SCHOOL TRUST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2009

2. SCHOOL FEES

a) The School's fee income comprised:-

	2009 £	2008 £
Gross fees	2,987,642	2,702,500
Less: Bursaries and allowances	<u>(46,863)</u>	<u>(34,164)</u>
	<u>2,940,779</u>	<u>2,668,336</u>

b) CHARITABLE ACTIVITIES

Other income:-

	2009 £	2008 £
Chargeable extras – income	293,223	241,105
Registration fees	<u>5,100</u>	<u>5,843</u>
	<u>298,323</u>	<u>246,948</u>

c) GENERATED FUNDS

Rent and other income:-

	2009 £	2008 £
Lettings income	18,583	18,989
Interest received	11,031	34,934
Donations	<u>9,324</u>	<u>11,324</u>
	<u>38,938</u>	<u>65,247</u>

THE MANOR PREPARATORY SCHOOL TRUST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2009

3. TOTAL RESOURCES EXPENDED

2009	Staff costs	Depreciation	Other	Total 2009
	£	£	£	£
Charitable activities				
School operating costs:				
Teaching costs	1,632,341	101,675	136,199	1,870,215
Welfare costs	74,803	-	134,482	209,285
Premises costs	82,506	83,569	215,970	382,045
Support costs of schooling	<u>202,177</u>	<u>14,424</u>	<u>321,476</u>	<u>538,077</u>
	1,991,827	199,668	808,127	2,999,622
Cost of generating funds				
Financing costs	-	-	5,342	5,342
Marketing and advertising	-	-	43,293	43,293
Governance costs	<u>-</u>	<u>-</u>	<u>9,779</u>	<u>9,779</u>
	-	-	58,414	58,414
TOTAL RESOURCES EXPENDED	<u>1,991,827</u>	<u>199,668</u>	<u>866,541</u>	<u>3,058,036</u>
2008	Staff costs	Depreciation	Other	Total 2008
	£	£	£	£
Charitable activities				
School operating costs:				
Teaching costs	1,480,633	88,933	110,925	1,680,491
Welfare costs	75,387	-	148,013	223,400
Premises costs	76,868	82,313	296,903	456,084
Support costs of schooling	<u>191,126</u>	<u>11,514</u>	<u>331,230</u>	<u>533,870</u>
	1,824,014	182,760	887,071	2,893,845
Cost of generating funds:				
Financing costs	-	-	4,693	4,693
Marketing and advertising	-	-	48,166	48,166
Governance costs	<u>-</u>	<u>-</u>	<u>16,748</u>	<u>16,748</u>
	-	-	69,607	69,607
TOTAL RESOURCES EXPENDED	<u>£ 1,824,014</u>	<u>£ 182,760</u>	<u>£ 956,678</u>	<u>£ 2,963,452</u>

THE MANOR PREPARATORY SCHOOL TRUST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2009

4. NET INCOMING RESOURCES

	2009 £	2008 £
Net incoming resources are stated after charging:		
Depreciation of tangible fixed assets	199,668	182,760
Auditors' remuneration – audit fees	<u>8,596</u>	<u>8,366</u>

5. FINANCE COSTS

	2009 £	2008 £
Bank charges	<u>1,954</u>	<u>2,198</u>

6. EMPLOYEES

a) The average number of employees (full time equivalents) in the period was:-

	2009 No.	2008 No.
Teaching	47	45
Support	6	6
Premises and Welfare	<u>11</u>	<u>10</u>
	<u>64</u>	<u>61</u>

b) Staff costs

	2009 £	2008 £
Wages and salaries	1,697,937	1,550,244
Social security costs	127,489	119,484
Pension costs	<u>166,401</u>	<u>154,286</u>
Total	<u>1,991,827</u>	<u>1,824,014</u>

The number of employees whose emoluments exceeded £60,000 were:-

	2009 No.	2008 No.
£70,000 - £80,000	1	1

The highest paid employee accrued retirement benefits under the defined contribution scheme. Contributions this year totalled £10,218 (2008: £9,954).

No remuneration (2008: £Nil) was paid to members of the Board of Governors and expenses of £152 (2008: £256) were reimbursed to two Governors. £2,957 (2008: £4,512) was paid for professional services to firms in which Governors of the School are partners, £Nil was outstanding at the year end (2008: £Nil).

THE MANOR PREPARATORY SCHOOL TRUST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2009

7. TAXATION

The Manor Preparatory School Trust is a charity and is entitled for the current and prior year to the exemptions provided by Section 505 Income and Corporation Taxes Act 1988.

8. TANGIBLE ASSETS

	Church Farm (see note 14) £	Other freehold land & buildings £	Furniture & equipment £	Motor vehicles £	Total £
COST					
At 1 August 2008	695,000	4,313,371	836,525	15,025	5,859,921
Additions	-	-	178,573	-	178,573
Disposals	-	(21,782)	(669,625)	-	(691,407)
At 31 July 2009	<u>695,000</u>	<u>4,291,589</u>	<u>345,473</u>	<u>15,025</u>	<u>5,347,087</u>
DEPRECIATION					
At 1 August 2008	-	1,121,841	651,296	10,017	1,783,154
Charge for the year	-	83,569	113,094	3,005	199,668
Disposals	-	(21,782)	(669,625)	-	(691,407)
At 31 July 2009	<u>-</u>	<u>1,183,628</u>	<u>94,765</u>	<u>13,022</u>	<u>1,291,415</u>
NET BOOK VALUE					
At 31 July 2009	<u>695,000</u>	<u>3,107,961</u>	<u>250,708</u>	<u>2,003</u>	<u>4,055,672</u>
At 31 July 2008	<u>695,000</u>	<u>3,191,530</u>	<u>185,229</u>	<u>5,008</u>	<u>4,076,767</u>

9. STOCKS

	2009 £	2008 £
Goods for resale	3,407	3,524
Consumables	<u>1,601</u>	<u>1,833</u>
	<u>5,008</u>	<u>5,357</u>

10. DEBTORS

	2009 £	2008 £
Trade debtors	68,116	48,958
Prepayments	<u>60,604</u>	<u>53,317</u>
	<u>128,720</u>	<u>102,275</u>

THE MANOR PREPARATORY SCHOOL TRUST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2009

11. CREDITORS: Amounts falling due within one year

	2009 £	2008 £
Payments received on account	179,200	172,100
Specific purpose accounts	198	198
Trade creditors	91,485	66,205
Accruals and deferred income	55,249	73,948
Other tax and social security	44,629	36,563
Other creditors	<u>24,507</u>	<u>18,273</u>
	<u>395,268</u>	<u>367,287</u>

Payments received on account comprise acceptance deposits which are repayable in the event of one term's notice being received for the withdrawal of pupils.

12. RECONCILIATION OF NET OUTGOING RESOURCES TO NET CASH INFLOW FROM OPERATING ACTIVITIES

	2009 £	2008 £
Net incoming resources	220,004	17,079
Interest received	(11,031)	(34,934)
Depreciation charges	199,668	182,760
Decrease in stocks	349	2,603
(Increase) in debtors	(26,445)	(12,263)
Increase/(decrease) in creditors	<u>27,981</u>	<u>(53,834)</u>
NET INCOMING RESOURCES FROM OPERATING ACTIVITIES	<u>410,526</u>	<u>101,411</u>

13. ANALYSIS OF CHANGES IN NET FUNDS

	1 August 2008 £	Cash flow £	31 July 2009 £
Cash in hand and at bank	<u>507,648</u>	<u>242,984</u>	<u>750,632</u>

THE MANOR PREPARATORY SCHOOL TRUST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2009

14. FUNDS

	Expendable Endowment Funds £	Unrestricted Designated Funds £	Unrestricted Other Funds £	Total Funds £
<i>As at 31 July 2008</i>	695,000	10,671	3,619,089	4,324,760
Total incoming resources	-	18,583	3,259,457	3,278,040
Total resources expended	-	(29,254)	(3,028,782)	(3,058,036)
As at 31 July 2009	<u>695,000</u>	<u>-</u>	<u>3,849,764</u>	<u>4,544,764</u>

Expendable endowment funds: During 2006, the School was gifted Church Farm. At that time the gift was professionally valued at £695,000. In the event that the School were to dispose of its interest in Church Farm in the foreseeable future, the proceeds would be received by another, unconnected charitable trust and consequently this gift has been accounted for as expendable endowment.

Designated funds relate to a bursaries fund. In addition to donations, all letting income is allocated to the bursary fund each year. The bursary fund then makes bursary payments to fund the education of qualifying pupils. During the year, bursaries totalling £33,784 (2008: £26,616) were awarded, of which £29,254 (2008: £26,616) were from the bursaries fund.

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Expendable Endowment Funds £	Unrestricted Designated Funds	Unrestricted Other Funds £	Total Funds £
Tangible fixed assets	695,000	-	3,360,672	4,055,672
Current assets	-	-	884,360	884,360
Current liabilities	-	-	(395,268)	(395,268)
	<u>695,000</u>	<u>-</u>	<u>3,849,764</u>	<u>4,544,764</u>

16. CAPITAL COMMITMENTS

There were no capital commitments at the year end (2008: £Nil).

17. OPERATING LEASE COMMITMENTS

At 31 July 2009 the School had annual commitments under non-cancellable operating leases as follows:-

	2009 £	Other 2008 £
Expiry dates Between 2 and 5 years	<u>2,572</u>	<u>2,396</u>

THE MANOR PREPARATORY SCHOOL TRUST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2009

18. PENSION COSTS

Teachers' Pensions

The School participates in the Teachers' Pension Scheme (England and Wales) ("the Scheme"), for its teaching staff. This is a multi-employer defined benefits pension scheme and it is not possible or appropriate to identify the assets and liabilities of the Scheme which are attributable to the School.

The latest actuarial valuation of the Scheme by the Government Actuary issued in October 2006 relating to the period 1 April 2001 to 31 March 2004 revealed that the total liabilities of the Scheme (pensions currently in payment and the estimated cost of future benefits) exceeded the value of the Scheme's assets (estimated future contributions together with the proceeds from the notional investments held at the valuation date) by 2.0%.

From 1 January 2007, and as part of the cost-sharing agreement between employers' and teachers' representatives, the standard contribution rate has been assessed at 19.75%, and the supplementary contribution rate has been assessed to be 0.75% (to balance the Scheme's assets and liabilities within 15 years as required by the regulations); a total contribution rate of 20.5%. This translates into an employer contribution rate of 14.1% and an employee contribution rate of 6.4%. The cost-sharing agreement has also introduced - effective for the first time for the 2008 valuation - a 14% cap on employer contributions payable. The valuation of the Scheme by the Government Actuary as at 31 March 2008 is expected to be issued early in 2010.

The pension charge for the year includes contributions payable to the scheme of £150,979 (2008: £142,368).

There were no unpaid contributions (2008: £nil) at the year end.

Other Pensions

In addition to the above, the Company contributes on a money purchase basis to personal pension plans. Contributions totalling £15,422 (2008: £11,918) were payable to these funds for the year.

There were no unpaid contributions (2008: £nil) at the year end.