

Company Number: 3142500  
Charity Number: 1051688

**ST JOSEPH'S COLLEGE LIMITED**  
**(A company limited by guarantee and**  
**not having a share capital)**  
**REPORT AND FINANCIAL STATEMENTS**  
**YEAR ENDED 31 JULY 2013**

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**ST JOSEPH'S COLLEGE LIMITED**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2013**

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**FOR THE YEAR ENDED 31 JULY 2013**

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**GOVERNORS (MEMBERS AND DIRECTORS)**

Mr P Clement, BSc (Hons)  
Mr A Goulborn  
Mr M Howes, FCCA  
Mr G R Kalbraier, BSc, FirstD FIMgt  
Mrs J Lea, MA  
Mr R Stace, LLB  
Mr A Newman  
Mr M Potter  
Mr MA Earl

**PROFESSIONAL ADVISERS AND KEY PERSONNEL**

**PRINCIPAL**

Mrs S Grant, BMus Hons (until 31 August 2013)  
Mr CJ Lumb, BSc Hons, Cert Ed, MEd (from 1 September 2013)

**VICE PRINCIPALS**

Mrs D Clarke  
Mr R Harris (until 31 August 2013)

**REGISTERED OFFICE**

St Joseph's College, Birkfield,  
Belstead Road, Ipswich IP2 9DR

**BANKERS**

Barclays Bank Plc  
1 Princes Street, Ipswich, IPI 1PB

**SOLICITORS**

Prettys Solicitors  
Elm House 25 Elm Street  
Ipswich IP1 2AD

Veale Wasbrough  
Barnards Inn, 86 Fetter Lane  
London EC4A 1AD

**AUDITORS**

Miller Wash Associates LLP  
Basepoint Business Centre  
70-72 The Havens  
Ransomes Europark  
Ipswich  
Suffolk, IP3 9SJ

**INSURANCE**

Marsh Ltd  
Capital House  
1-5 Perry Mount Road  
Hayward Heath  
West Sussex  
RH16 5SY

**REGISTERED CHARITY NUMBER**

1051688

**REGISTERED COMPANY NUMBER**

3142500

**WEBSITE**

[www.stjos.co.uk](http://www.stjos.co.uk)

# **ST JOSEPH'S COLLEGE LIMITED**

## **ANNUAL REPORT**

### **FOR THE YEAR ENDED 31 JULY 2013**

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The Governors present their annual report and financial statements of the Company for the year ended 31 July 2013. These financial statements comply with the Companies Act 2006, the Statement of Recommended Practice – Accounting and Reporting by Charities 2005, and the requirements of the Company's governing document.

#### **REFERENCE AND ADMINISTRATIVE INFORMATION**

St Joseph's College Limited is incorporated as a company limited by guarantee having no share capital, was registered as a charity in 1996, and is registered with the Charity Commission under charity number 1051688.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### ***Governing Document***

The governing document of the Company is its Memorandum and Articles of Association.

##### ***Governing Body***

The Governors of the College, who are the members and directors of the Company, are listed on page 1, along with the Company Secretary and registered address of the Company. Particulars of the Company's professional advisers and the College's key personnel are also given on page 1.

The Directors who served the Company during the year were as follows:

Mr P Clement  
Mr S Davies (resigned 3 December 2012)  
Mr A Goulborn  
Mr M Howes  
Mr G R Kalbraier  
Mrs J Lea  
Mr R Stace  
Mr A Newman  
Mr M Potter  
Mr MA Earl

Each Director of the Company is a guarantor and undertakes to contribute to the assets of the Company in the event of its being wound up such amounts as may be required. Each guarantor's liability is limited to £1.

##### ***Recruitment and Training of Governors***

The College's Governors are wholly committed to the ethos and the development of the College.

The Governors are appointed at the Annual General Meeting (AGM) in accordance with the Articles & Association of the Company, Rule 12 (12.4.2).

Key skills and the vision for the future of the College, as identified by the Principal of the College and the Chair of Governors, has led to a distinguished Board of Governors from the fields of medicine, law, business, marketing and policy. New nominations and reappointments are based on personal competence, independence of character, judgement and specialist skills and there are no relationships or circumstances which are likely to affect, or could appear to affect, the Governors' judgement.

Governors are appointed for a term of three years with Governors retiring by rotation, with the option of being able to be reappointed unless at the meeting it is resolved not to fill the vacancy, or a resolution for the reappointment of the Governor is put to the meeting and lost.

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***Recruitment and Training of Governors (continued)***

New Governors are inducted into the workings of the College through -

- A formal interview with the Principal and the Chair of the Governors, explaining Board policy and procedure,
- Induction programme and information pack, containing Memorandum & Articles, 'Guidelines for Governors', Financial Controls & Regulations, financial information,
- The College is a member of the Governing Bodies Association, who hold a programme of seminars throughout the year aimed at training Governors in their role, and all Governors are actively encouraged to attend,
- CRB and Trustee eligibility checks made

The Board of Governors is responsible for ensuring that the Company's objects are being met, monitoring and reviewing progress and policies of the College and making funding decisions on items falling outside the remit of its committees

The Governors regularly attend College functions and support and develop a greater understanding of the College through Governor Focus afternoons. The following Governors have specific oversight for

- Mrs J Lea – EYFS and Primary
- Mr R Stace – Child Protection
- Mr M Earl – Health and Safety
- Mr A Newman - Boarding

During 2012-13 the Board met three times with a 99% attendance of Governors at each meeting

***Organisational Management***

The Governors, as the members and directors of the Company, are legally responsible for its overall management and control, and meet at least three times a year to determine the general policy of the College. The day to day management of the College is delegated to the Principal supported by the College's Senior Leadership Team and its Management Advisory Group

The Board of Governors is assisted in its duties by committees that report directly to it and at least four Governors are members of each committee. The work of implementing and reviewing most policies is carried out by -

- The Finance and General Purpose Committee (F&GP)
  - o Who meet three times a year before each Board meeting,
  - o Ensure that internal controls and compliance with financial reporting are adhered to,
  - o Review and recommend to the Board the annual budget,
  - o Review and finalise the audited accounts and annual report for Board approval,
  - o Review the College's financial stability and growth on a monthly basis through management accounts
- The Education and Personnel Committee (E&P)
  - o Who meet three times a year before each Board meeting,
  - o Review faculties within the College,
  - o Review the curriculum and ensure that it is broad and balanced and relevant to the needs of all children,
  - o Monitor, keep under review and report on student progress and achievement particularly in relation to agreed pupil performance targets,
  - o Ensure that appropriate child protection procedures are in place and reviewed annually

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**RISK MANAGEMENT**

***Internal Controls***

The Board of Governors is responsible for the management of the risks faced by the College. The College, where possible, ensures that measures are in place to avoid material loss and minimise risk by means of systems of controls and policies. The Senior Leadership Team & Management Advisory Group, F&GP and E&P review key internal operational and financial controls and confirm the operating effectiveness of those to the Board of Governors.

The key elements of internal control at the College are -

- Organisational Structure – clear structure of delegation with documented lines of authority and responsibility for control
- Risk Management – a risk management policy is in place with a process for identifying and managing significant risks. A formal review of the College's risk management processes is undertaken on an annual basis
- Formal agendas for all Committee and Board activity, F&GP committee reviews annual budgets and expenditure targets and monitors actual and forecast budgets on a regular basis, reporting this to the Board
- Detailed terms of reference for all Committees,
- Comprehensive strategic planning, budgeting and management accounting,
- Formal written policies,
- Safeguarding procedures as required by law for the protection of the vulnerable
- Health & safety and Equality Act Scheme procedures as required by law

Through the risk management processes established for the College, the Directors are satisfied that the major risks identified have been adequately mitigated where necessary. It is recognised that systems can only provide reasonable and not absolute assurance that major risks have been adequately managed.

***Health and Safety***

The College takes Health and Safety (H&S) and risk management very seriously. The College has a Health & Safety Manager, who with the Bursar has overall responsibility and chairs the Health & Safety committee, with key areas of the College represented, and thorough minutes are recorded. Risks are identified and assessed and controls established throughout the year.

The key controls used by the College are -

- Including H&S as part of the staff induction programme,
- Formal agenda items for all Board activity,
- Comprehensive strategic planning, budgeting and management accounting,
- Established organisational structure and lines of reporting,
- Formal written policies,
- Adoption of the Essex County Council Health & Safety documentation, policies, code of practice and training,
- Bi annual external H&S Audit
- Monthly internal H&S Audit checks on a departmental rotational basis by an external H&S auditor
- Clear authorisation and approval levels,
- The H&S committee meets quarterly, with its members including one member of the Board of Governors and minutes of its meetings are then reported to Board under a separate agenda item,
- Internal reviews are carried out annually by Heads of Faculty and Heads of Department,
- Regular risk assessments are conducted to meet Display Screen Equipment Regulations,
- The Board of Governors carries out an annual review of all H&S policies,
- The College uses the Intranet to provide staff with the latest information,
- Governors have undertaken a review of major risks to the College and established and implemented a 'Disaster Recovery Plan' to be activated in the unlikely event of the College becoming exposed to any significant risks

The major risks to the College involve the safety and security of the children and staff in its care. The College has up to date fire risk assessments and fire evacuation procedures. Fire practices take place during each term and are designed to familiarise children and staff on how to evacuate the building in a safe and orderly manner. All staff in contact with children have full disclosure Criminal Records Bureau checks.

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#### **OBJECTS, AIMS, OBJECTIVES AND ACTIVITIES**

##### ***Chantable Objects***

The College is a day and boarding College for girls and boys between the ages 3 and 18 and is a Christian College of Lasallian Foundations which welcomes Christians of all denominations and those who wish to benefit from the education it offers

The College believes that the purpose of education is to prepare pupils to lead fulfilled, productive, responsible, happy and successful lives and seeks to do this by enabling each pupil to discover and develop their full potential through effective teaching and learning in a Christian community

The College's core values are to support the spiritual, moral, social and cultural development of pupils, Governors and staff. The College is a member of the Lasallian network of Colleges throughout the world, which was founded by the Brothers of the De La Salle order and share the same values and aims. The network fosters exchanges between Colleges, international, cultural and spiritual events and the opportunity to work on support projects in the third world.

##### ***Aims and Intended Impact***

The College aims to provide a rounded education of high quality, fully consistent with its aims and philosophy. The College is committed to academic success within the context of fully developing all the talents and skills of its pupils. Spiritual, moral, social and cultural values are at the heart of the College and inform all its activity. All pupils are exposed to the opportunities and challenges of the wider world, through the Lasallian network.

#### **AIMS**

- **We aim for excellence** in all that we undertake, whether this is in the classroom, in extra-curricular activities or in the development of the individual within the Community
- **Our primary focus is on the individual.** We believe in the uniqueness of each person. Excellence is achieved by recognising and meeting individual needs and by helping each pupil to reach their full potential
- **We believe in equality of opportunity and celebrating diversity** which can only be achieved if each pupil has similar opportunities and access to all that the school can offer
- **Our mission demands a special relationship between teacher, pupil and parents or carers.** This relationship is built on mutual trust, respect and regard. The focus is enabling girls and boys to develop into young people who are confident without being arrogant, who are comfortable in both their working and social lives and who are able to play a full part as a member of the wider community
- **Spiritual values are at the heart of the life of the College**, enabling children to develop both morally and spiritually in preparation for the challenges, opportunities and responsibilities of adult life. We are proud that the development of our Lasallian Foundation embraces not only those who profess the Christian faith, but also those from other religious and cultural backgrounds and those who may not adhere to any particular religion, but who recognise that there are significant benefits from being educated in a Christian environment

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#### ***Objectives for the Year***

The objectives are set to reflect the educational aims and the ethos of the College, and to maintain and enhance the academic success of the College. This objective is, however, set in the context of the broader goals set for the College and its pupils.

In setting the objectives and planning the activities the Governors have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee-charging.

The focus continues to be on achievement of academic performance, the further widening of access to the education provided by the College, the continued development of a pastoral system and increasing the involvement of pupils in extra-curricular activities. The key objectives for the year included:

- Promote the values and ethos of the College,
- Provide a seamless 3-18 high quality education,
- Provide value-added for all in academic achievement,
- Focus on academic standards and provision for the pupils
- To continue developing methods of measuring, monitoring and recording student progress, as well as academic mentoring, to assist students in realising their full potential,
- The College also continues to build and further develop the College's MIS system, SIMS, this year the MIS Manager attended the SIMS conference and SIMS strategy groups. Further benefits have included a more frequent Testimonial and Assessment reporting cycle. SIMS will also further help develop pupil tracking and to assist with academic mentoring and target setting.
- Continue to strengthen the profile of the College, as an independent 3-18 day and boarding school,
- Strategic review of the College's Development Plan
- Enhance the resources and facilities in order to promote the educational objectives in the College,
- To continue to strengthen the College's financial position, to allow for the development of the buildings and facilities, as funding allows, in the years ahead
- The College to continue to monitor attendance recording, staff central register and Tier 4, in line with ISI and UKBA regulations
- The College to continually endeavour to facilitate and improve its communication with parents and pupils

#### ***Strategies to achieve the year's objectives***

These include continuing to review the College's academic provision in order to benchmark academic standards against external public examinations and independent value-added criteria. In addition, maintaining the expertise of teaching staff through staff development and links with other Colleges in both the state and independent sector and also facilitating wider community access to our College facilities and projects with schools.

Students are supported through a very thorough process that prepares them for their next life stage across all key stages (see Curriculum Policy) and have good access to advice and guidance from within the College and from external agencies.

During the ISI inspection year, the College is pleased to have met the following key objectives:

- The Governors were delighted with the appointment of a new College Headmaster, Mr CJ Lumb, who was previously the Head of the Austin Friars/St Monicas School in Carlisle, to the post. Mr Lumb has eight years experience as a Head in a co-educational 3 to 18 school and he is in an excellent position to lead St Joseph's to the next stage of its development. The Governors look forward to working with Mr Lumb.
- Recruitment commenced for a new Academic Deputy (Director of Studies) on the College's Senior Leadership Team from September 2013. The new role will bring with it wide ranging responsibility for the management and development of the curriculum, and teaching and learning in the Senior School.
- Recruitment of a new Marketing and Admission Manager, who will be a member of the Senior Leadership Team, to strengthen the profile of the College.



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- The College's Business Development Plan has undergone a strategic review and will be finalised and released in the winter term 2013-14
- Planning permission was granted and work has begun on the £2 million floodlight Astro turf, separate tennis/netball courts, changing room development and additional carparking. The new changing rooms will replace the temporary structure overlooking the rugby/cricket pitches at the front of the school. A two-storey building will house eight changing rooms, match officials changing, a staff office, a small function room, a viewing gallery, with phase two providing a provision for after-match catering for parents, which will also give much needed space for parents' gatherings and presentation evenings. Importantly, the Astro turf will allow for the development of girls' hockey and for the introduction of a programme of coaching and fixtures. This will lead to the provision of girls' hockey being on an equal footing with boys' rugby. The rugby pitches and cricket pitch have been relocated to the land alongside the main driveway.
- Practical strategies adopted to support this year's objectives have included the continued building and maintenance repair/updating program, which has included the start of the refurbishment of boarding staff accommodation.
- Academic and pastoral monitoring role enhanced with the appointment of 2 assistant Key Stage 5 positions in September 2012.
- The provision for boarding, whilst providing a safe, secure and caring environment, was reviewed. The Headmaster and Deputy Head and their families have now moved into accommodation on site. The proposed new boarding structure from June 2013 will see the introduction of the more traditional housemaster/mistress roles. Liaison with parents, academic monitoring and improved evening and weekend programmes are central to these new posts.
- 3 Child Protection Officers to cover Senior, Boarding and Primary including EYFS, instead of just 1 CP Officer.
- The College was again successful in being awarded Artsmark Gold status reflecting the creative and performing arts curricular provision across the College.
- To further enhance the quality and provision of IT services to pupils and staff the College outsourced its IT network provision to GETECH and has further enhanced the IT infrastructure and MAC's and introduced terminal server service for staff to have 24-hour access to the ICT system. In addition providing an 'out of hours' service available to support boarders, 100mb high speed broad band, continued investment in Wi Fi in boarding, Skype access for parents and teachers and a new MAC suite in music.
- The College acquired new software for SIMS to enable the registration of classes outside of the classroom, support clubs and activities and parents evenings.
- The College continued to maintain tight control of expenditure thereby enabling the College to continue the planned building and maintenance programme without affecting the educational resourcing of all College pupils.
- The College built and further developed the College's MIS system, SIMS, this year the MIS Manager again attended the SIMS conference and strategy groups.
- The College, once again, hosted sporting activities with the 26th National Rugby festival, with the College continuing to thrive in sport with gym, dance, netball, cricket and equestrian events. The College is particularly delighted to have a large number of students, who are now representing their county and country in various sports including badminton, Judo, Karate, Golf, Sailing, Swimming, Cricket, Skiing, Tennis, Cross Country and Rugby. In what is a very exciting time for the college when it comes to sport, we have the upcoming tour to South Africa in July 2013, we have 53 boys from year 11 – U6 travelling the Garden Route of South Africa for the month of July, playing some very strong rugby schools along the way. This tour is a biannual event and we look to try and get the boys to experience a large array of activities they may never have seen before.

This is not the only tour that takes place throughout the sporting calendar of St Josephs and we look to ensure a majority of teams have the chance to tour when possible, from U13's to Belfast, U15 to

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Soustanz in France and the girls sevens tour to Paris, tours are very much a part of St Joseph's sporting culture and we are always looking to expand this into the girls sport as much as possible

Girls sport also has something to look forward to as the construction of the new hockey astro is underway, the full size astro will enable the college to host an increased number of girls fixtures for not only hockey at all age groups but the additional netball and tennis courts add a wider range of diversity to the schools ability to host other schools in sporting fields

The eminent building of the tennis courts has helped the school racquet sport fixtures increase, with Badminton, squash and tennis fixtures increasing, having the ability to get a large number of players on courts at the college will create a greater emphasis on these sports as we have some talented individuals throughout the school

- The College has recently become a LAMDA (The London Academy of Music and Dramatic Art) examination centre and our students will be taking their first examinations on Wednesday 13 March 2014
- The College is delighted to announce this year that we have come to a decision to further enhance our catering provision, working in conjunction with an external catering company, Holroyd Howe. As part of this partnership, Holroyd Howe installed a new hot counter, improved cleaning stations, ambient display areas, and a new hot and cold drinks area which will be finished in a contemporary style. The total capital investment in catering was in the region of £100,000
- Student voice is heard through a variety of sources. The Primary, Senior (separate KS3, KS4 and Sixth Form) and Boarding School Councils meet termly and formal feedback is given to SLT on the issues raised. The Headmaster has established a weekly meeting with the Head Prefect and her two Deputies. Food councils have been newly established by the Bursar in conjunction with the outsourcing of catering from the start of the current term. A formal food survey was carried out with students just prior to half term to assist the development of the College's catering provision
- A new KS3 'Ball' event was introduced for students, giving Years 7 – 9 the opportunity to enjoy a formal dinner and disco at the end of internal exam week
- The College continually aims to keep parents and the wider public updated with its website, produces weekly parental bulletins, half-termly letters from the Headmaster and Head of Prep, termly newsletters, pupil/parent questionnaires and consultation. The College continues to use 'Intouch' so that parents can be emailed and texted with a range of urgent or important information and support the College policy to reduce its carbon footprint and support environmental awareness. The College is continuing with its weekly parental bulletins, to ensure parents are kept up to date with the College activities
- Continued development of the College's website which is now live
- The Chapel forms the heart of the community. The Senior School comes together three mornings a week and the Primary Department (3 – 11) on a Friday morning with parents. The whole school (3 – 18) comes together to celebrate special occasions. The Chapel provides a focal point where values are shared, students' achievements are celebrated and expectations reinforced

#### ***Principal activities of the year***

The College principally provides education to boys and girls between the ages of 3 and 18 years as a day and boarding School

The College is delighted to report a continued strength in its pupil numbers, number of pupils at the year end, 613 pupils (2012 605) of whom 523 (2012 496) were day pupils and 90 (2012 109) were boarders. The continued success of the College has resulted in a waiting list for Junior 2 & 3 entry. Future day enquiries into each key stage are healthy teamed with strong overseas enquiries

The continued strong pupil base is due to many factors – The College's Ethos, the College's ability to identify and support a wide range of students qualities and abilities, improved examination results, Arts Mark Gold Status, International School Status, pastoral care, continually upgraded facilities, communication with parents and pupils, greater involvement in the community and wider marketing

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#### **Volunteers**

The Old Birkfeldians, parent helpers and PTA continue to make an invaluable contribution in the running of many cultural activities, festivals and productions, both on and off the College campus

#### **REVIEW OF ACHIEVEMENTS AND PERFORMANCE FOR THE YEAR**

2012-13 was another very successful year for the College with continued progress towards the aims of the development plan coupled with some excellent student achievements

Student numbers remained buoyant with 613 pupils in the College in September 2013 which exceeded budget

The College received an excellent ISI report in March 2013, the full reports can be seen on our College website and include the following key findings

- The quality of the pupils' achievement in the Primary Department is excellent
- The quality and standards of the EYFS are excellent All children make excellent progress and achieve better than age-related expectations in all areas of learning
- The pupils' performance in extra-curricular activities is frequently outstanding They have had significant successes in sport, particularly rugby and cricket, but also in drama, music and art
- The quality of the pupils' spiritual, moral, social and cultural development is excellent
- Strong, caring relationships permeate the college community and are founded on the Lasallian ethos of service to others
- The arrangements for pastoral care are excellent A well developed network of support, with clear lines of communication, provides the basis for pastoral care throughout the school and supports the pupils' excellent personal development
- The college's arrangements for welfare and health and safety are excellent All staff, throughout the college, including those with specific responsibilities, have appropriate training in child protection provided by qualified staff and a register of training needs is kept
- The quality of boarding education is excellent
- Outcomes for boarders are excellent
- Boarders in both houses are very happy and thrive within a caring and supportive atmosphere

Development of the site and buildings in 2013 included the start of the College's £2m floodlight Astro turf and tennis/netball courts and 8 changing rooms

The College once again hosted sporting activities with the 26th National Rugby festival The College continues to thrive in sport with gym, dance, cross country, netball, cricket and equestrian events The College is particularly delighted to have a large number of students who are now representing their county and country in various sports including badminton, Judo, Karate, Golf, Sailing, Swimming, Cricket, Skiing, Tennis, Cross Country and Rugby

Wider access to the College was again achieved during 2012-13 with a total of £757k (2011-12 £697k) awarded in Scholarships, Bursaries and Grants to 264 (2011-12 258) pupils through our general funds Some 64 (2011-12 77) hardship cases received financial support towards fees, which is equivalent to 19 (2011-12 21) full-time day places

# **ST JOSEPH'S COLLEGE LIMITED**

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#### **EYFS – Early Years Foundation Stage**

The introduction of the New Develop Matters EYFS curriculum in September 2012 has seen parents become even more involved in their child's own early education. This has been enhanced with the introduction of 'Play Stay and Learn' sessions held in the Reception and Nursery classes, as well as parental information sessions providing an introduction to the EYFS at St Joseph's College. The EYFS achieved an excellent inspection in March 2013 with ISI commenting specifically about the EYFS giving children an excellent start to their education and how this is maintained through their time in the Prep School, where high quality management and leadership at all levels results in highly effective teaching, provision and care for pupils. The impact of Read, Write Inc in our Nursery and Reception classes continues to have an extremely positive impact. Standards of Literacy have accelerated for each pupil working on this scheme, raising standards of reading and writing in advance of expectation. All parental responses continue to be very positive. ICT is now central to learning in the Reception class with interactive whiteboards on gliders, which allow full access to the whiteboards by pupils as well as full use of the ICT suite. Be Bot, voice recorders, digital scopes and listening stations are used in all areas of learning. The nursery has two computers which allow access to their own software and to the internet. Our reception teacher and nursery manager continue to lead training days for EYFS personnel in the Local Authority.

#### **Key Stage 1**

Read, Write Inc continues to raise standards of literacy for all pupils. The introduction of Singapore Mathematics has further raised standards of Numeracy. These innovations have further increased the academic standards in KS1 as indicated by the proportion of pupils who obtained the higher Level 2a and Level 3 in both Reading and Mathematics in July 2013. Due to the increase in pupil numbers in KS1, the College continued with an additional Year 2 form in September 2013. Outdoor learning opportunities have increased with the further development to the pond and wildlife area - the pupils are now able to pond-dip following the creation of a paved border area. Cross-curricular planning has enriched the pupils' learning, as has the adaption of humanities projects to broaden the cultural experiences of pupils by using parental and family knowledge, together with the use of visits and visitors to make experiences purposeful to the pupils.

#### **Key Stage 2**

The rise in standards over the past eight years was illuminated in 2013 by the Year 6 SATs scores for English and Mathematics. This was particularly for the cohort of pupils who progressed from our Year 2 across to our Year 6 and for the proportion who achieved the higher Level 5 grades. These pupils achieved excellent value-added gains across the ability range. These very high standards were underlined in April 2013 by the ISI Inspectorate who judged all the following to be 'excellent': the pupils' standards of attainment, the quality of teaching and learning, the quality of the curricular and extra-curricular provision, the pupils' pastoral development, the pupils' social, moral, spiritual and cultural development.

In addition to our pupils who moved across from our Nursery to Reception, pupils joined the Prep School within the year groups. The drivers for this influx of pupils are:

- The reputation that the College has for developing pupils' learning and having high standards
- The balance of girls and boys and the balanced provision of co-educational opportunities
- The outstanding pastoral care and guidance that is provided
- The increase in provision for girls sport at Under 9 and Under 11 level in each term
- The provision of a broad range of extra-curricular activities and clubs
- The vibrancy and commitment of the staff team

Confident pupils are prepared for their move across to the senior school with a thorough grounding in the key skills, knowledge and understandings of English and Mathematics. Pupil progress continues and it is subsequently realised in GCSE and A Level attainment. Thirty-five of our thirty-six pupils transferred across to Year 7 in September 2012 because the Year 6 pupils are thoroughly prepared for this move.

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#### **Key Stage 3**

Students in Key Stage 3 continued to be offered a broad and balanced curriculum to provide firm foundations of study for GCSE at Key Stage 4. Spanish and French remain the two Modern Foreign languages taught from Year 7 for the majority of students.

Students with additional learning needs, as identified by the Learning Support department, were disapplied from one or both MFL in order to boost their levels of literacy/numeracy through extra time in Learning Support with specialist staff.

Students in Year 9, were provided with a detailed Options programme, to ensure that appropriate advice was given to enable them to make sound choices for their GCSE subjects and beyond. This year, a Modern Foreign language was made a compulsory choice for GCSE – this met with approval from staff, students and parents.

A wide range of visits and trips took place which enhanced and enriched various parts of each child's academic curriculum across Key Stage 3, including Arts theatre, gallery and museum visits and a Spanish exchange to a fellow Lasallian school in Santiago de Compostela.

CCF continued to be offered as part of the Year 9 curriculum, along with a range of camps, expeditions and associated training and trips. CCF, however, was brought to an end due to a lack of funding – with the aim being to launch DoE (Duke of Edinburgh) in September 2013.

#### **Key Stage 4**

Students followed a wide range of GCSE option choices as well as their Core GCSE subjects: English Language, English Literature, Mathematics, Science and RE. Many subjects incorporated visits and activities into their curriculum as well.

The College has taken the opportunity to review the structure of GCSE and the number of subjects a student takes. From September 2013, the GCSE curriculum will be divided into a compulsory core which is common to all students and the options where there is an element of choice. All students will take courses in the core subjects of English, mathematics, religious education, science and a modern foreign language; specific learning support will be provided where there is a special need against the language. There is the choice between continuing the study of all three sciences separately as triple award leading to three GCSE passes in physics, chemistry and biology or the co-ordinated dual award course leading to two GCSE passes. English, mathematics, religious education, dual award science and the core modern foreign language are arranged with students taught in ability sets.

A broad range of optional subjects are available within three option blocks: physical education, art, a second modern foreign language, geography, history, music, drama, ICT, DT, triple award science, business studies, dance, food technology, photography, and half courses in citizenship, public service and sports leadership.

Students will be able to take 10 GCSEs at the College with a flexibility for some students to take 11 subjects.

St Joseph's College students received pleasing news on their GCSE results. The overall 5 A\* - C pass rate was 84%, an improvement on the average of the past 4 years. Students have recorded a satisfying 27% of A\* and A grades, well above the national average.

The College was delighted that our students across the board have produced such pleasing results. As we do not narrowly select on the basis of ability, it is equally pleasing to see that both our high achievers and students across our ability range have done so well.

#### **Key results**

- 84% of students achieved 5 A\* - C
- Overall 84% of GCSE entries were A\* - C compared to a national average of 68%
- 96% of students achieved A\* - C in Mathematics compared to a national average of 58%
- 89% of students achieved A\* - C in English compared to a national average of 77%

# **ST JOSEPH'S COLLEGE LIMITED**

## **ANNUAL REPORT**

### **FOR THE YEAR ENDED 31 JULY 2013**

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#### **A Level performance**

Students from St Joseph's College achieved impressive results at A Level after a considerable amount of work

- The top 10% of students achieved an impressive UCAS points score of 420 which is the equivalent of in excess of 3 A\* grades at A level
- The top 50% of students achieved 400 UCAS points, equivalent to 2 A\* and 1 A grade at A Level
- A School record breaking 34.1% of all grades were A\* and A grades in 2013, far above the national average
- Twenty two A Level subjects achieved 100 % pass rates

90% of our students have seen offers made from a wide variety of courses. The top-rated Russell Group universities are very well represented with students receiving offers from institutions including Cambridge, Imperial, UCL, Durham, Bristol, Warwick, Bath and York.

#### **Boarding**

Overseas boarding numbers were not as high as usual this academic year for a range of reasons including competition from Foundation Courses being offered by universities and issues with visas. The College continued to use Host parents for students without guardians during half term holidays and 2 students continued to reside with 2 Home Stay Parents. A programme of activities and trips was provided for students at weekends.

Students were recruited from South Africa, Spain, France, Malaysia, Taiwan and China. Further to the ISI inspection in March 2013 – the College was delighted that all aspects of Boarding achieved the highest award of 'Excellent'. A restructure of Boarding took place towards the end of the academic year, with the following posts being advertised and staffed:

- Goldrood Housemaster
- Goldrood Assistant Housemistress
- Mews Housemistress
- Mews Assistant Housemistress
- House Tutor
- 2 Gap Students

In addition, the start of an extensive refurbishment programme of boarding staff accommodation rolled out, teamed with the Headmaster, Deputy Head and their families, taking up residence on the school site in time to focus on developing the College's boarding community.

#### **Extra-curricular**

The College has a strong extra-curricular base, a sample of this year's achievements include:

- The College's annual Musical/Drama took place in Dance East's Jerwood House in Ipswich – playing to a full house over 3 nights in February with a challenging and dramatic performance of Pendragon including a cast of over 60 students from all age groups in the Senior School.
- Daily Mail Rugby competition – the First XV got to the semi-final and the U15s to sixth round.
- St Joseph's College National School boys rugby festival celebrated its 26<sup>th</sup> year.
- Sixth students travelled to Africa and Asia to complete Lasallian Developing World Projects over summer. The College community raised a significant sum to enable these students to take part in these projects.
- Years 7, 8 and 9 took part in a day retreat at Lawford Church with pastoral staff.
- Years 10-12 were offered the opportunity to attend 4 day long retreats at Kintbury.
- A large number of students took part in the annual ski trip to Austria at Easter.
- Successful Rugby tour to South Africa.
- A successful PGL adventure trip took place to the Ardeche during the summer with Key Stage 3 students.
- The College's week long Arts Festival took place in July, with students' work and a larger number and wider range of Arts events, including concerts, poetry, dance, drama, unplugged music and debating.
- Upper Sixth student, Francis Yates, has taken part in a competition run by the Royal Academy of Engineering, getting through to the national finals.
- 3 overseas students in their IELTS examinations.

# **ST JOSEPH'S COLLEGE LIMITED**

## **ANNUAL REPORT**

### **FOR THE YEAR ENDED 31 JULY 2013**

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#### ***Fundraising Performance***

Seven students were interviewed and selected to volunteer in the Developing World for 6 weeks in July/August. They were required to raise the necessary funds to participate in the projects. These projects are life-changing experiences for the students, and totally in sync with our Lasallian spirit and overall ethos of St Joseph's College.

Their fundraising activities were varied. The students successfully organised a host of events, ranging from cake sales and sporting events to planting sunflower seeds. Donations from parents at concerts and carol services helped to facilitate all the projects, including enabling one student to go as a helper on the HCPT Pilgrimage to Lourdes at Easter.

Our whole College Sponsored walk, which raised £5k, was a key fundraising fixture, teamed with £388 for Operation Smile Charity and £820 for Teenage Cancer Trust.

The Shoe Box Appeal for orphaned children in Romania and St Joseph's People in Need Campaign at Christmas, ensured that our students helped elderly people and needy families in the Ipswich area to have a happy Christmas. Our national project Children In Need was well supported by parents and students in the Junior School.

#### ***Investment performance against Objectives***

All money in the hands of the College are aggregated for the purposes of treasury management and placed on deposit, investment continued to be low, due to the low return currently attainable from the banks.

#### **FINANCIAL REVIEW AND RESULTS FOR THE YEAR**

The College is pleased to report a good surplus for the year in light of the continued economic uncertainty, with robust pupil numbers, which were in excess of expectations at 613, with enquiries still strong and an overall growth during the academic year of 3.20%.

This year the College has undergone significant staff restructuring in key areas of the College, namely the Senior Leadership team, Boarding, Catering, Cleaning and the Support staff.

The College has also rolled out phase one of its capital development program of a new £2m Floodlight Astro turf and Netball courts, with phase two, eight changing rooms, due to start in August 2013.

The College continues to heavily invest in its IT infrastructure with complete Server infrastructure refresh, bringing all servers under manufacturer's hardware warranty and ensure data integrity, new MAC infrastructure & new MACs, implementation of new storage array increasing data storage capacity and continuation of the College's five year smart board replacement programme.

In line with the College's boarding review and staffing restructure, the College has also started a programme of refurbishing and updating staff accommodation teamed with the development of a new three bedroom staff cottage conversion.

This teamed with the College's continued building and maintenance developments which in 2013, included the upgrade of the Fire Alarm system in one of the College's boarding houses increasing detection into the roof voids and the relocation of offices and the reprographics area.

The College annually benchmarks its business ratios against the Independent Schools Benchmarking survey and continues to be in line with and exceed other like minded independent schools.

Net College fee income for the year was on a par with the previous year, reflecting stable pupil numbers throughout the school. The cash flow statement shows that the College made good profits in the year, which have been invested into the new capital development at the school funded by the College's own earnings and use of an overdraft. The balance sheet remains strong and at 31 July shows net current liabilities which has arisen as a result of the capital build program.

These are extremely promising figures and reflect the strong management and leadership at St Joseph's College, teamed with tight controls and procedures. The College is in a very good position to face the future with confidence and a clear development plan and strong balance sheet.

# **ST JOSEPH'S COLLEGE LIMITED**

## **ANNUAL REPORT**

### **FOR THE YEAR ENDED 31 JULY 2013**

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#### **Public Benefit Statement**

The College has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

The College is a charitable trust which through the pursuit of its aims seeks to benefit the public in as many ways as it can. The College's fees are set at a level to ensure the financial viability of the College and at a level consistent with our aim of providing an excellent education to students from all backgrounds. To admit a prospective student we need to be satisfied that we will be able to educate and develop a prospective student to the best of their potential and in line with the general standards achieved by their peers.

The College has always been mindful of its role in public service and both the College and individual staff and pupils have a long history of supporting charitable and worthy causes with both financial help and practical assistance. The Governors are committed to widening access for potential pupils to include those who cannot afford the school's fees and to providing opportunities for the local and wider community to use the site, facilities and staff and developing the involvement of pupils in charitable activities for the wider benefit of the public.

The College offers both Scholarship and Bursary funding, both made from the unrestricted funds of the College.

#### **Bursary and Scholarships**

- The College offers up to 100% means tested financial assistance for pupils whose parents could not otherwise afford the College fees. Bursaries are awarded on the basis of financial assistance needed following high academic achievement in the entrance examinations. In line with the College's policy to continue to help relieve hardship where pupils' education and future prospects would otherwise be at risk, Bursary funding continued to be provided with 77 pupils awarded a bursary during the financial year. An individual's economic status, gender, ethnicity, race, religion or disability do not form part of our assessment process.
- Scholarships are also awarded to internal and external candidates, based on performance during assessments and examinations at age 7+ (yr 3), 11+ (yr 7), 17+ (L6th) and Sixth Form in Academic, Art, Drama, Dance, Music and Sport and All rounder.

The College's Equality Scheme is committed to a working/teaching environment that regardless of background is free from discrimination. The College will make reasonable adjustments to meet the needs of staff or students who are or become disabled. The promotion of the Equality Scheme 2010 is enshrined in the College policies on the Equality Act 2010, employment, behaviour and the curriculum and the College recognises the definitions of discrimination from this act.

The College is committed to safeguarding and promoting the welfare of our students and expects all staff to share this commitment. In the last Independent Schools' Inspectorate report (March 2013) our pastoral care was considered to be excellent. Parents and guardians are given regular information about their children's academic and social progress through termly reports and through meetings and telephone conversations. The college's arrangements for welfare, health and safety are excellent.

The College is always looking at ways to further public benefit and strengthen its links with the wider community and business. St Joseph's College also continues to establish partnerships with The Royal Academy of Arts, Wallace Collection, New Wolsey Theatre, Cambridge Arts Theatre, Bassistry Arts and Midland Theatre Group. The College's continues its collaboration with Ipswich and District Photographic Society, with the i SNAP photographic competition, designed to encourage and inspire students to get creative whilst at the same time gaining invaluable experience.

St Joseph's College is an active member of Assedil, which is the Association of Lasallian headteachers of Europe. Its function is to facilitate channels of communication between its member schools and enable pupil and teacher exchanges.



**ST JOSEPH'S COLLEGE LIMITED**  
**ANNUAL REPORT**  
**FOR THE YEAR ENDED 31 JULY 2013**

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**Core Public benefits**

- The College educates about 600 pupils, boys and girls, between the ages of 3 and 18, for the public benefit. This also provides a saving to the public purse of about £7M per annum
- The school has high academic standards and educates pupils to excellent levels of achievement. The school's public examination results are extremely good with 100% of GCSE results being between A\* and C. Students achieved over 40% higher grades than predicted by national standardised tests in A Levels
- The education of pupils encompasses all aspects of their personal development and promotes their contribution to society in adult life
- The school trains and inducts teachers each year to the long term benefit of the wider community. In 2012/13 St Joseph's college SNITT placements for 2 external students and provided NQT training for 2 current staff
- The College aims to widen access to the College through a great variety of initiatives and activities
- The College continues to build and strengthen its Lasallian foundations by incorporating, developing and monitoring a program of training and promoting Lasallian values in our College to pupils, heads of departments and their staff
- Continued development within the wider community is strong, with the community allowed access to the College's site, facilities and chapel. The College continues to give access to the site to the St Mary's Primary School Sports Day, Ipswich Jaffa Run, Ipswich Town and the Northampton Saints Rugby Academy
- In addition to the public benefit listed above, teachers from St Joseph's College provide their expert services as examiners for public examinations such as GCSE and A level, the College also provides guidance, induction and support for aspiring teachers by providing NQT training, SCITT and AST outreach work

The College will continue to generate public benefit in the ways outlined above. We will also continue to invite pupils from local state schools to attend certain educational events at the College through collaborative projects.

The school has several local connections including a particularly strong link with a major local employer Willis Ltd, one of the three main worldwide Insurance brokers with a workforce of over 1,100 at the Ipswich site alone. Willis have chosen the College to be one of its twelve main educational partners. This link currently and in the future will manifest itself in several areas of benefit to the College.

- Potential specific work placements in IT, HRM, Operations departments
- General work experience
- CV appraisal
- Interview Practice
- Mentors for the College's Young Enterprise team
- Support to MFL department in pushing the merits of languages to year 9 students

***Reserves policy***

The Finance and General Purpose Committee (F&GP) has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by the charity should be between 3 and 6 months of the net incoming resources. At this level, the F&GP committee feels that it would be able to continue activities of the Company in the event of a significant drop in income. At present the free reserves are below this target level in view of the continual investment made in the site. The F&GP committee is continually considering ways to increase reserves by reviewing expenditure, staffing and looking at new income streams in which additional unrestricted funds can be raised.

***Investment policy and objectives***

The Board aims to continue to maximise income on temporarily invested unrestricted funds.

**ST JOSEPH'S COLLEGE LIMITED**  
**ANNUAL REPORT**  
**FOR THE YEAR ENDED 31 JULY 2013**

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**GOING CONCERN**

The governors have considered the financial position of the College, the level of free reserves and the 2013/14 budget and accompanying cash flow forecast. As a consequence, the governors believe the College is well placed to manage its business risks successfully through these difficult and uncertain times. The governors have a reasonable expectation that the College has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

**FUTURE PLANS**

A revised Development Plan is in the process of being formulated. The coming 12 months objectives will see the College continue to ensure that the resources and facilities are enhanced to promote the educational objectives of the College. A review of the Curriculum, Teaching, Learning and attainment.

**STATEMENT OF GOVERNORS' RESPONSIBILITIES**

The Governors (who are also directors of St Joseph's College Limited for the purposes of company law) are responsible for preparing the Annual Report and the financial statements in accordance with applicable laws and regulations.

Company law requires the Governors to prepare financial statements for each financial year. Under that law the Governors have elected to prepare the financial statements 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 charitable company and of the surplus or deficit of the charitable company for that period. In preparing those financial statements, the Governors are required to:

- a select suitable accounting policies and then apply them consistently,
- b make judgements and estimates that are reasonable and prudent,
- c 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 keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITOR**

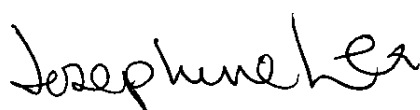
In so far as the Governors are aware:

- a there is no relevant audit information of which the Company's auditor is unaware, and
- b each of the Governors have confirmed that they have taken all steps that they ought to have taken as Governors to make themselves aware of any relevant audit information and to establish that it has been communicated to the auditor.

**AUDITOR**

A resolution to confirm the appointment of Miller Wash Associates LLP as auditor will be proposed at the Annual General Meeting.

Approved by the Board of Governors of St Joseph's College Limited on 2 December 2013 and signed on its behalf by



Mrs J Lea  
Governor

# **INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF ST JOSEPH'S COLLEGE LIMITED FOR THE YEAR ENDED 31 JULY 2013**

We have audited the financial statements of St Joseph's College Limited for the year ended 31 July 2013 on pages 18 to 31

The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 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 charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

## **Respective responsibilities of trustees and auditor**

As explained more fully in the Statement of Trustees' responsibilities set out on page 16, the trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

## **Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the APB's website at [www.frc.org.uk/apb/scope/private.cfm](http://www.frc.org.uk/apb/scope/private.cfm)

## **Opinion on financial statements**

In our opinion the financial statements

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the Companies Act 2006

## **Opinion on other requirement of the Companies Act 2006**

In our opinion the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

## **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- the charity has not kept adequate accounting records, or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit



Colin Wash (Senior Statutory Auditor)  
For and on behalf of MILLER WASH ASSOCIATES LLP, Statutory Auditor  
Chartered Accountants  
Basepoint Business Centre  
70-72 The Havens  
Ransomes Europark  
Ipswich, Suffolk  
IP3 9SJ

3rd January 2014

**ST JOSEPH'S COLLEGE LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**INCORPORATING INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 JULY 2013**

	Notes	Unrestricted funds £	Restricted Funds £	2013 £	2012 £
<b>INCOMING RESOURCES</b>					
<b>Incoming Resources from Generated Funds</b>					
Non-ancillary trading income	2a	43,228	-	43,228	41,907
Investment income		2,993	-	2,993	2,364
<b>Income from Charitable Activities</b>					
School fees	2b	6,500,084	-	6,500,084	6,494,826
Other educational income	2c	493,448	-	493,448	313,403
Other ancillary trading income	2d	461,272	-	461,272	409,760
<b>Other incoming resources</b>	2e	<b>38,044</b>	<b>10,815</b>	<b>48,859</b>	<b>46,482</b>
<b>TOTAL INCOMING RESOURCES</b>		<b>7,539,069</b>	<b>10,815</b>	<b>7,549,884</b>	<b>7,308,742</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of Generating Funds</b>					
Interest and charges	4	104,689	-	104,689	93,032
<b>Charitable Activities</b>					
Schooling		7,274,409	11,789	7,286,198	7,045,413
<b>Governance costs</b>		<b>6,210</b>	<b>-</b>	<b>6,210</b>	<b>8,350</b>
<b>TOTAL RESOURCES EXPENDED</b>	5	<b>7,385,308</b>	<b>11,789</b>	<b>7,397,097</b>	<b>7,146,795</b>
<b>NET INCOMING RESOURCES FOR THE YEAR</b>	6	<b>153,761</b>	<b>(974)</b>	<b>152,787</b>	<b>161,947</b>
<b>Transfer between funds</b>	13	<b>12,585</b>	<b>(12,585)</b>	<b>-</b>	<b>-</b>
Fund balances at 1 August 2012		<b>1,875,652</b>	<b>37,044</b>	<b>1,912,696</b>	<b>1,750,749</b>
Fund balances at 31 July 2013		<b>2,041,998</b>	<b>23,485</b>	<b>2,065,483</b>	<b>1,912,696</b>

There are no gains and losses other than those recognised in the Statement of Financial Activities  
The net incoming resources for the current and preceding year have arisen from the company's continuing operations

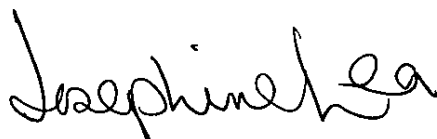
The notes on pages 21 to 31 form part of these financial statements

**ST JOSEPH'S COLLEGE LIMITED**  
**BALANCE SHEET**  
**AT 31 JULY 2013**

COMPANY REGISTRATION  
NUMBER 3142500

	Notes	2013 £	2012 £
<b>FIXED ASSETS</b>			
Tangible assets	7	5,033,933	4,413,256
<b>CURRENT ASSETS</b>			
Stocks	8	20,292	13,372
Debtors	9	297,242	460,349
Cash at bank and in hand		<u>1,224,705</u>	<u>889,279</u>
		<u>1,542,239</u>	<u>1,363,000</u>
<b>CREDITORS</b> amounts falling due within one year	10	<u>(1,761,366)</u>	<u>(1,101,558)</u>
<b>NET CURRENT (LIABILITIES)/ASSETS</b>		<u>(219,127)</u>	<u>261,442</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>4,814,806</b>	<b>4,674,698</b>
<b>CREDITORS</b> amounts falling due after more than one year	11	<u>(2,749,323)</u>	<u>(2,762,002)</u>
<b>NET ASSETS</b>		<u><b>2,065,483</b></u>	<u><b>1,912,696</b></u>
<b>REPRESENTED BY</b>			
Restricted funds	13	23,485	37,044
Unrestricted funds	13	<u>2,041,998</u>	<u>1,875,652</u>
<b>NET FUNDS</b>		<u><b>2,065,483</b></u>	<u><b>1,912,696</b></u>

The financial statements were approved by the Board of Governors on 2 December 2013, signed on its behalf and authorised for issue by



Mrs J Lea  
Governor

The notes on pages 21 to 31 form part of these financial statements.

**ST JOSEPH'S COLLEGE LIMITED**  
**CASH FLOW STATEMENT**  
**FOR THE YEAR ENDED 31 JULY 2013**

	Notes	2013 £	2012 £
<b>Net cash inflow from operating activities</b>	18	<b><u>1,433,902</u></b>	<b><u>603,985</u></b>
<b>Returns on investments and servicing of Finance</b>			
Interest received		2,993	2,364
Bank interest paid		(102,552)	(83,922)
Interest element of finance lease rental payments		<u>(2,317)</u>	<u>(9,110)</u>
		(101,876)	(90,668)
<b>Capital expenditure</b>			
Proceeds from disposal of tangible fixed assets		-	375
Payments to acquire tangible fixed assets		<u>(872,626)</u>	<u>(64,276)</u>
<b>Cash flow before financing</b>	19	<b>459,400</b>	<b>449,416</b>
<b>Financing</b>			
Bank loan repayments		(64,817)	(60,021)
Capital element of finance lease rental payments		<u>(59,157)</u>	<u>(94,424)</u>
<b>Increase in cash</b>		<b><u>335,426</u></b>	<b><u>294,971</u></b>

The notes on pages 21 to 31 form part of these financial statements.

**ST JOSEPH'S COLLEGE LIMITED**  
**NOTES FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2013**

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**1. ACCOUNTING POLICIES**

**a) Basis of preparation**

These financial statements have been prepared under the historical cost convention and are in accordance with applicable accounting standards, the Companies Act 2006 and the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005)

The governors have considered the financial position of the College, the level of free reserves and the 2013/14 budget and accompanying cash flow forecast. The balance sheet shows net current liabilities as the capital development work being undertaken has been funded out of working capital. A bank overdraft facility of £1.75m has been made available for this purpose but not used. This facility is sufficient to meet the net current liabilities and the capital commitments disclosed in note 20 with a reasonable margin for working capital requirements.

The governors have a reasonable expectation that the College has adequate resources to continue in operation for the foreseeable future and continue to adopt the going concern basis of accounting in preparing the financial statements.

**b) Tangible fixed assets**

Depreciation is provided on all tangible fixed assets in use at rates calculated to write off the cost, less estimated residual value of each asset over its expected life as follows:

Improvements to leasehold property	- Over remaining period of the lease
Furniture, fixture and fittings	- 10% - 20% reducing balance/straight line
Computer equipment	- 25% straight line
Motor vehicles	- 25% reducing balance

Fixed asset additions are capitalised where appropriate and depreciated in accordance with the above policy for items in excess of £1,000, or £500 for computer equipment.

Payments on account in respect of tangible fixed assets which are not yet operational in the College are recorded in a separate fixed asset category called "Assets in the course of construction" and represent the cost of purchasing, constructing and installing tangible fixed assets ahead of their productive use. No depreciation is charged on assets in the course of construction until they are brought into operational use, at which point the assets are transferred into the relevant asset category on the fixed asset register and depreciated over their useful economic life.

**c) Fees**

Fees receivable are accounted for in the period in which the service is provided. Fees receivable are stated after deducting allowances and bursaries.

**d) Lump sum fees**

Fees received in advance of education to be provided in future years are accounted for under an advance fee payment scheme and held as a liability until either taken to income in the term when used or else refunded.

**e) Other incoming resources**

Income from other activities is included in the period in which the Charity is entitled to receipt.

**f) Taxation**

The company, as a charity, is not liable for assessment to taxation on its results to the extent that they are applied to its charitable objectives.

**ST JOSEPH'S COLLEGE LIMITED**  
**NOTES FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2013**

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**1. ACCOUNTING POLICIES (CONTINUED)**

**g) Resources expended**

Expenditure is accounted for on an accruals basis. Overhead and other costs not directly attributable to particular functional activity categories are apportioned over the relevant categories on the basis of management estimates of the amount attributable to that activity in the year, either by reference to staff time or space occupied as appropriate.

Governance costs comprise the costs of running the Charity, including strategic planning for its future development, also internal and external audit, any legal advice for the College Governors, and all the costs of complying with constitutional and statutory requirements, such as the costs of Board and Committee meetings and of preparing statutory accounts and satisfying public accountability.

**h) Pension costs**

The college makes contributions to the Teachers' Pension Scheme (TPS) which is a defined benefit scheme. As many employers participate in the scheme the college is unable to identify their share of the underlying assets and liabilities on a consistent and reliable basis. Consequently contributions are accounted for as they fall due, as if they were to a defined contribution scheme, as permitted, in such circumstance under Financial Reporting Standard 17 "Retirement Benefits".

**i) Stocks**

Stocks are included at the lower of cost and net realisable value.

**j) Lease assets**

Where assets are financed by leasing agreements that give rights approximating to ownership ('finance leases'), the assets are treated as if they had been purchased outright. The amount capitalised is the present value of the minimum lease payments payable during the lease term. The corresponding leasing commitments are shown as amounts payable to the lessor. Depreciation on the relevant assets is charged to the income and expenditure account.

Lease payments are analysed between capital and interest components so that the interest element of the payment is charged to the income and expenditure account over the period of the lease and represents a constant proportion of the balance of capital repayments outstanding. The capital part reduces the amounts payable to the lessor.

All other leases are treated as an operating lease. Their annual rentals are charged to the income and expenditure account on a straight line basis over the term of the lease.

**k) Unrestricted funds**

Unrestricted funds comprise accumulated surpluses and deficits on the general fund. They are available for use at the discretion of the Governors in furtherance of the charitable company's objectives.

**l) Restricted funds**

Restricted funds are created when grants or donations are made available for a particular purpose the use of which is restricted to that purpose.

**m) Designated funds**

Designated funds are available for use at the discretion of the Governors in furtherance of the charitable company's objectives.



**ST JOSEPH'S COLLEGE LIMITED**  
**NOTES FORMING PART OF THE FINANCIAL STATEMENTS**  
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**2. INCOME**

	2013 £	2012 £
<b>a) Non-ancillary trading income</b>		
Hire of school premises	<u>43,228</u>	<u>41,907</u>
<b>b) School fees</b>		
The schools' fee income comprised		
Gross fees	7,578,705	7,510,069
Less total bursaries, grants and allowances	<u>(1,078,621)</u>	<u>(1,015,243)</u>
	<u>6,500,084</u>	<u>6,494,826</u>
<b>c) Other educational income</b>		
Registration fees	15,790	18,730
Other examination fees	71,509	62,047
Fees in lieu of notice	65,459	39,953
Other – School trip income	<u>340,690</u>	<u>192,673</u>
	<u>493,448</u>	<u>313,403</u>
<b>d) Other ancillary trading income</b>		
Canteen sales	278,362	259,026
Second hand uniform sales	410	1,058
Bus club income	72,223	58,100
Mini bus income	11,424	14,582
Pupils effects insurance premium	538	649
Credit charge surcharge	322	512
Host family	25,850	31,200
Other	<u>72,143</u>	<u>44,633</u>
	<u>461,272</u>	<u>409,760</u>

**ST JOSEPH'S COLLEGE LIMITED**  
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**2. INCOME (CONTINUED)**

e) Other incoming resources	2013 £	2012 £
<i>Unrestricted</i>		
Rugby festival income	13,745	12,874
Other	24,299	22,971
	<u>38,044</u>	<u>35,845</u>
<i>Restricted</i>		
World Project	10,815	10,637
	<u>48,859</u>	<u>46,482</u>

**3. STAFF COSTS**

	2013 £	2012 £
Wages and salaries	3,670,376	3,779,079
Social security costs	283,785	292,159
Pension contributions	357,669	359,038
	<u>4,311,830</u>	<u>4,430,276</u>

The average number of employees (including casual and part time staff) during the year was made up as follows

	Number	Number
Teaching – full time	59	55
– part time	13	19
Administration, domestic and grounds – full time	32	34
– part time	32	43
	<u>136</u>	<u>151</u>

None of the Governors or connected persons received remuneration or reimbursement of expenses during the year

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

	Number	Number
£60,000 - £70,000	-	3
£70,000 - £80,000	1	-
£80,000 - £90,000	1	-
£110,000 - £120,000	1	1
	<u>3</u>	<u>4</u>

Two of the above individuals are members of the Teachers' Pension defined benefit scheme

**ST JOSEPH'S COLLEGE LIMITED**  
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4. INTEREST PAYABLE AND SIMILAR CHARGES	2013 £	2012 £
Interest charged on finance	<u>104,689</u>	<u>93,032</u>

**5. ANALYSIS OF TOTAL RESOURCES EXPENDED**

	Staff costs £	General fund Other expenditure £	Depreciation £	Restricted Other expenditure £	Total £
<b>Cost of generating funds:</b>					
Interest and charges	-	104,689	-	-	104,689
		<u>104,689</u>			<u>104,689</u>
Teaching	3,388,136	732,421	83,067	-	4,203,624
Welfare	152,816	404,198	-	-	557,014
Premises	287,790	958,648	168,884	-	1,415,322
Support costs	483,088	615,361	-	11,789	1,110,238
	<u>4,311,830</u>	<u>2,710,628</u>	<u>251,951</u>	<u>11,789</u>	<u>7,286,198</u>
<b>Governance</b>	-	6,210	-	-	6,210
	<u>4,311,830</u>	<u>2,821,527</u>	<u>251,951</u>	<u>11,789</u>	<u>7,397,097</u>

**6. NET INCOMING RESOURCES FOR THE YEAR**

	2013 £	2012 £
This is stated after charging		
Depreciation	<b>251,949</b>	292,190
Operating lease payments		
Land and buildings	<b>219,459</b>	210,508
Other	-	-
Auditor's remuneration		
Statutory Audit	<b>5,800</b>	7,700
Audit of the Teachers Pension Return	<b>500</b>	500
Other advisory services	-	150
	<u>          </u>	<u>          </u>

**ST JOSEPH'S COLLEGE LIMITED**  
**NOTES FORMING PART OF THE FINANCIAL STATEMENTS**  
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**7. TANGIBLE ASSETS**

	Improvements to leasehold property £	Furniture fixtures & fittings £	Computer Equipment £	Motor vehicles £	Total £
Cost					
At 1 August 2012	4,718,692	963,265	930,366	123,886	6,736,209
Additions	766,066	1,710	104,850	-	872,626
Disposals	-	-	-	-	-
<b>At 31 July 2013</b>	<b>5,484,758</b>	<b>964,975</b>	<b>1,035,216</b>	<b>123,886</b>	<b>7,608,835</b>
Depreciation					
At 1 August 2012	648,340	745,093	838,200	91,320	2,322,953
Charge	123,239	58,409	62,160	8,141	251,949
Disposals	-	-	-	-	-
<b>At 31 July 2013</b>	<b>771,579</b>	<b>803,502</b>	<b>900,360</b>	<b>99,461</b>	<b>2,574,902</b>
<b>Net book value</b>					
<b>At 31 July 2013</b>	<b>4,713,179</b>	<b>161,473</b>	<b>134,856</b>	<b>24,425</b>	<b>5,033,933</b>
<i>At 31 July 2012</i>	<i>4,070,352</i>	<i>218,172</i>	<i>92,166</i>	<i>32,566</i>	<i>4,413,256</i>

The net book value of tangible fixed assets includes an amount of £97,374 (2012 £123,681) in respect of assets held under finance leases, and the related depreciation charge for the year was £26,489 (2012 £55,460)

All fixed assets are held for charitable purposes

Included within leasehold property above are assets in the course of construction at the year end for which no depreciation has been provided. The amounts are as follows

	2013 £
<b>ASSETS IN THE COURSE OF CONSTRUCTION</b>	
Cost - additions	<b>647,430</b>

**ST JOSEPH'S COLLEGE LIMITED**  
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	2013 £	2012 £
<b>8. STOCKS</b>		
Stationery stocks	<u>20,292</u>	<u>13,372</u>

There is no material difference between the replacement cost of stocks and the amounts stated above

	2013 £	2012 £
<b>9. DEBTORS</b>		
School fees	131,683	247,939
Prepayments and accrued income	<u>165,559</u>	<u>212,410</u>
	<u>297,242</u>	<u>460,349</u>

All amounts shown under debtors fall due for payment within one year

	2013 £	2012 £
<b>10. CREDITORS: amounts falling due within one year</b>		
Bank loan (see note 11)	65,713	65,713
Obligations under finance leases	3,794	59,157
Deposits held	266,930	255,037
Advance fee payments	117,375	112,351
Trade creditors	494,897	90,408
Other taxes and social security	125,382	138,024
Accruals and deferred income	680,766	374,227
Other creditors	6,509	6,641
	<u>1,761,366</u>	<u>1,101,558</u>

Included within creditors falling due within one year are obligations under finance leases of £3,794 (2012 £59,157) that are secured on the assets to which they relate

The bank loan is also secured, details are provided in note 11

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**11. CREDITORS: amounts falling due after more than one year**

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Deposits	<b>858,418</b>	785,300
Advance fee payments	<b>191,190</b>	208,376
Obligations under finance leases	-	3,794
Bank loan	<b><u>1,699,715</u></b>	<u>1,764,532</u>
	<b><u>2,749,323</u></b>	<u>2,762,002</u>

Included within creditors falling due after one year are obligations under finance leases of nil (2012 £3,794) that are secured on the assets to which they relate

All amounts owed to the bank are secured by a fixed and floating charge on the asset of the College

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
The ageing of these long term obligations is as follows		
In more than one year but not more than two years	<b>363,778</b>	467,403
In more than two years but not more than five years	<b>600,078</b>	558,179
In more than five years	<b><u>1,785,467</u></b>	<u>1,736,420</u>
	<b><u>2,749,323</u></b>	<u>2,762,002</u>

The bank loan term is 5 years with a loan profile of 20 years. The loan repayments are monthly and each instalment is based on a notional term of 20 years. The interest rate basis is LIBOR unless otherwise agreed.

**12. ADVANCE FEE PAYMENTS**

Parents may enter into a contract to pay the school tuition fees in advance. The money may be returned subject to specific conditions on the receipt of one term's notice. Assuming pupils will remain in the school, advance fees will be applied as follows:

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Within 1 year	<b>117,375</b>	112,351
Within 1-2 years	<b>62,775</b>	94,779
Within 2-5 years	<b>106,198</b>	107,221
After 5 years	<b><u>22,217</u></b>	<u>6,376</u>
	<b><u>308,565</u></b>	<u>320,727</u>

The balance represents the accrued liability under the contracts. The movements during the year were:

Balance as at 1 August	<b>320,787</b>	346,867
New contracts	<b>100,852</b>	69,139
Contracts refunded	-	(26,633)
Amounts utilised in payment of fees to the school	<b><u>(113,074)</u></b>	<u>(68,646)</u>
Balance as at 31 July	<b><u>308,565</u></b>	<u>320,727</u>

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**13. FUNDS**

	At 31 July 2012 £	Transfer between Reserves £	Outgoing Resources £	Incoming Resources £	At 31 July 2013 £
<b>Restricted funds</b>					
Good works	2,858	-	(100)	-	<b>2,758</b>
Combined Cadet Force fund	13,092	(12,759)	(333)	-	-
Double Vision project	14,627	-	-	-	<b>14,627</b>
Independent Schools Partnership	6,100	-	-	-	<b>6,100</b>
World Project	367	174	(11,356)	10,815	-
	<u>37,044</u>	<u>(12,585)</u>	<u>(11,789)</u>	<u>10,815</u>	<u><b>23,485</b></u>
<b>Unrestricted funds</b>					
General fund	1,878,573	(5,156)	(7,314,322)	7,479,855	<b>2,038,950</b>
Designated					
Old Birkfeldians	-	1,775	(5,290)	3,515	-
Boarders social fund	-	-	(18,122)	21,170	<b>3,048</b>
Rugby festival	-	5,294	(19,039)	13,745	-
May Ball	-	3,077	(15,786)	12,709	-
Annual Musical	(2,921)	7,272	(12,344)	7,993	-
PTA Donations	-	323	(405)	82	-
	<u>1,875,652</u>	<u>12,585</u>	<u>(7,385,308)</u>	<u>7,539,069</u>	<u><b>2,041,998</b></u>
<b>Total funds</b>	<u>1,912,696</u>	<u>-</u>	<u>(7,397,097)</u>	<u>7,549,884</u>	<u><b>2,065,483</b></u>

**Designated funds**

The Old Birkfeldians fund is held for the society of old pupils. Boarders Social Fund is held for social events for boarders at the school. All other designated funds represent money set aside to finance projects and events to be held at the school.

**Restricted funds**

These funds represent money held to finance projects and events to be held at the school, and donations received, where the funds were given with restrictions imposed by the donor.

**Transfers**

Transfers have been processed within designated funds to reflect the movement and carrying balances at the Governors' discretion.

**ST JOSEPH'S COLLEGE LIMITED**  
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**14. NET FUNDS**

<b>Utilisation of funds</b>	<b>Fixed assets £</b>	<b>Net current liabilities £</b>	<b>Long-term liabilities £</b>	<b>Fund Balance £</b>
Unrestricted funds	5,071,325	(283,052)	(2,749,323)	2,038,950
Designated funds	-	3,048	-	3,048
Restricted funds	-	23,485	-	23,485
	<u>5,071,325</u>	<u>(256,519)</u>	<u>(2,749,323)</u>	<u>2,065,483</u>

**15. PENSIONS**

The College participates in the Teachers' Pension Scheme ("TPS") for its teaching staff. This is a multi-employer defined benefits pension scheme and it is not possible or appropriate to consistently identify the liabilities of the TPS which are attributable to the College. As required by FRS17 "Retirement Benefits", the College accounts for this scheme as if it were a defined contribution scheme.

On 4<sup>th</sup> July 2013 the Chief Secretary to the Treasury confirmed that the Government will be taking forward legislation based on the reformed scheme design for the Teacher's Pension Scheme to be introduced in 2015 as set out in the Teachers Pension Scheme – Proposed Final Agreement ("The TPS Agreement"). The TPS Agreement sets out the main parameters for both the provision of future pension benefits and the structuring of the future contributions to the TPS including the basis for increasing average employee contribution rates up to 2015.

Under the TPS agreement, employer contribution rates from 1<sup>st</sup> April 2013 are continuing at 14.1% with employee rates varying between 6.4% and 8.8%. For subsequent years data and information is being collated to inform a Government review of the tiering structures in advance of the Department for Education consulting on contribution increases for 2013/14 onwards.

The Government have set a gross cost ceiling for the main public service pension schemes of 21.7% with a net cost ceiling of 12.1% and an average employee contribution of 9.6%.

The Government Actuary's Department has in a report dated 9<sup>th</sup> March 2013 concluded that the TPS Agreement scheme design is within this required cost ceiling. This conclusion is dependent on and sensitive to the data, methodology and assumptions adopted and further details on these are available in the full Government Actuary's report which is available on the Department for Education website.

The pension charge for the year includes contributions payable to the TPS of £357,669 (2012: £359,038). At the year end no amounts were accrued in respect of contributions to this scheme.

**16. COMMITMENTS UNDER OPERATING LEASES**

As at 31 July 2013, the charitable company had annual commitments under non-cancellable operating leases set out below:

	<b>Land and Buildings</b>		<b>Other</b>	
	<b>2013</b>	<b>2012</b>	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Operating leases which expire				
Within one year	-	-	-	-
Over five years	<u>219,459</u>	<u>210,508</u>	<u>-</u>	<u>-</u>



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**17. MEMBERS' GUARANTEE**

St Joseph's College Limited is a charitable company limited by guarantee. Every member (Governor) of the charitable company is a guarantor and undertakes to contribute to the assets of the charitable company, in the event of it being wound up, such amounts as may be required. Each guarantor's liability is limited to £1.

**18. RECONCILIATION OF NET INCOMING RESOURCES TO NET CASH INFLOW FROM OPERATING ACTIVITIES**

	2013 £	2012 £
Net incoming resources	152,787	161,947
Interest receivable	(2,993)	(2,364)
Interest payable	104,689	93,032
Depreciation of tangible fixed assets	251,949	292,190
Loss on disposal of tangible fixed assets	-	570
(Increase) in stocks	(6,920)	(1,937)
(Increase) /decrease in debtors	163,107	(69,587)
Increase in creditors	771,283	130,134
<b>Net cash inflow from operating activities</b>	<b>1,433,902</b>	<b>603,985</b>

**19. ANALYSIS OF CHANGES IN NET DEBT**

	At 31 July 2012 £	Non Cash Flows £	Cash Flows £	At 31 July 2013 £
Cash at bank and in hand	889,279	-	335,426	1,224,705
Bank loan – amounts due within one year	(65,713)	(64,817)	64,817	(65,713)
Bank loan – amounts due in more than one year	(1,764,532)	64,817	-	(1,699,715)
Obligations under finance lease – due within one year	(59,157)	(3,794)	59,157	(3,794)
Obligations under finance lease – due in more than one year	(3,794)	3,794	-	-
	(1,003,917)	-	459,400	(544,517)

**20. CAPITAL COMMITMENTS**

At the year end the College was contracted to non cancellable commitments of £1.3m in respect of the ongoing development of the astroturf pitch and the sports pavilion.