

**Holy Rood Catholic Primary School**  
**(formerly Holy Rood Catholic Infant School)**

(A company limited by guarantee)  
Company Registration Number: 07697045 (England and Wales)

**Annual Report and Financial Statements**

**Year Ended 31 August 2014**

WEDNESDAY



\*A3MGB2X5\*

A33

10/12/2014

#210

COMPANIES HOUSE

**Contents**

	<b>Page</b>
Reference and Administrative Details	3
Trustees' Report	4
Governance Statement	11
Statement on Regularity, Propriety and Compliance	15
Statement of Trustees' Responsibilities	16
Independent Auditor's Report to the Members	17
Independent Auditors Report on Regularity	19
Statement of Financial Activities incorporating Income & Expenditure Account	20
Balance Sheet	21
Cash Flow Statement	22
Notes to the Financial Statements, incorporating:	
Accounting Policies	23
Other Notes to the Financial Statements	25

**Reference and administrative details**

**Members**

Anne Jones  
Declan Lang  
The Clifton Catholic Diocesan Education Consortium

**Governors' serving for the year 1<sup>st</sup> September 2013 to date unless otherwise indicated**

Paul Barnes\*  
Tim Crook\*  
Claire Ellis (resigned 30<sup>th</sup> April 2014)  
Liz Garrett (resigned 20<sup>th</sup> November 2013)  
Phil Gilvin  
Anne Jones  
Phil Paton\*  
Helen Walsh  
Naomi Fry\*  
Rebecca Deighton\*  
Peter Scutt  
William Campbell\*  
Christine Kerrigan\* (appointed 13<sup>th</sup> September 2014)  
Aising Roberts (appointed 1<sup>st</sup> January 2014)  
Darota Kieljan (appointed 1<sup>st</sup> January 2014)  
Margaret Powell (appointed 5<sup>th</sup> February 2014)

\* Indicates members of the Premises, finance and risk management committee

**Senior Management Team:**

Naomi Fry	Head Teacher, Accounting Officer
Christine Kerrigan	Acting Deputy Head Teacher
Ann Boyles	Office Manager

**Company Secretary:**

Ann Boyles

**Auditors:**

Monahans Chartered Accounts, 38-42 Newport Street, Swindon, SN1 3DR

**Bankers:**

Lloyds TSB, 5 High Street, Swindon, SN1 3EN

**Solicitors:**

Rickerby's LLP Solicitors, Ellenborough House, Wellington Street, Cheltenham, Gloucestershire, GL50 1YD

**Surveyors:**

The Hookway Partnership, LLP, The Dunstan Centre, Pennywell Road, Bristol, BS5 0TJ

**Insurance Providers:**

Catholic Church Insurance Association, Oakley House, Mill Street, Aylesbury, Bucks, HP20 1BN  
Zurich Municipal, The Zurich Centre, 3000 Parkway, Whitley, Fareham, Hampshire, PO15 7JZ

**Trustees' Report**

The Governors present their annual report together with the audited financial statements of the Academy for the year ended 31 August 2014.

**Change of Name**

The Academy passed a special resolution on 12<sup>th</sup> November 2014, changing its name from Holy Rood Catholic Infant School to Holy Rood Catholic Primary School.

The trust operates an academy for pupils of different abilities between the ages of 4 to 7 years with the emphasis on maintaining the Academy's Catholicity.

**Structure Governance and Management****Constitution**

The Academy is a company limited by guarantee and an exempt charity. The Charitable Companies Memorandum and Articles of Association are the primary governing documents of the Academy.

The Governors act as Trustees for the charitable activities of Holy Rood Catholic Primary School and are also the Directors of the charitable company for the purposes of company law. The charitable company is known as Holy Rood Catholic Primary School.

Details of the Governors who served throughout the period, except as noted, are included in the reference and administrative details.

**Members' Liability**

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

**Governors' Indemnities**

In accordance with the Companies Act 2006 it is confirmed that the Academy insurance cover includes Governors' indemnity.

**Method of Recruitment and Appointment or Election of Governors**

The Diocesan Bishop, following any recommendation from the Diocesan education Trustees, may appoint the nine Foundation Governors, three of whom at least shall be eligible for election or appointment as Parent Governors. The Governing Body may appoint three Staff Governors through such process as they may determine, provided that the total number of Governors (including the Head Teacher) who are employees of the Academy Trust does not exceed one third of the total number of Governors. Three Parent Governors and one Community Governor are elected in accordance with the Department for Education guidance. The total number of Governors is therefore sixteen.

**Policies and Procedures Adopted for the Induction and Training of Governors**

The training and induction provided for new Governors will depend on their existing experience and is relative to the needs of the individual governor, covering educational, legal and financial matters. All new Governors will be given a tour of the Academy and the chance to meet with staff and pupils. All Governors are provided with copies of policies, procedures, minutes, accounts, budgets, plans and other documents that they will need to undertake their role as Governors.

**Organisational Structure**

The Academy has a leadership structure which consists of the Governors, Head Teacher, and senior management team. The leadership is committed to professional development and succession planning for the benefit of the Catholic community.

The Head Teacher is the Accounting Officer.

**Trustees' Report (continued)****Members****Trustees****Governing Body****Head Teacher****Deputy Head**

**Business Manager**  
**Office Manager**  
**Admin Officer**

**Class Teachers****Support Staff****Risk Management**

The Governors have an agreed risk register and business continuity plan.

The Governors have complied with their duty and identified and reviewed the risks to which the Academy is exposed and have ensured appropriate controls are in place to provide reasonable assurance against fraud and error.

The Governors have assessed the major risks to which the Academy is exposed, in particular those relating to the specific teaching, provision of facilities and other operational areas of the Academy and its finances. The Governors have implemented a number of systems to assess risks that the school faces, especially in the operational areas (e.g. in relation to teaching, health and safety, behaviour and school trips) and in relation to the control of finance. There has been a continuation of operational procedures such as clearances for new staff and visitors and internal financial controls in order to minimise risk.

**Connected Organisations, Including Related Party Relationships**

There are no related parties which either control or significantly influence the decisions and operations of the Academy. The Academy has worked with Clifton Diocese in accordance with Canon Law and the teachings of the Roman Catholic Church. The Academy has strong links with and works in close collaboration with Holy Cross Catholic Primary School (previously known as Holy Rood Catholic Junior School). This includes joint staff training days, sharing of expertise, comprehensive pupil transition programme and secondment of staff. The Academy also has strong links with the other catholic schools in the Swindon catholic cluster. The Academy has secured a new catering contract for September 2014. The meals are prepared offsite and delivered in ready to serve by local secondary school, Churchfields Academy.

**Objectives and Activities****Objects and Aims:**

The Academy Trust's object is specifically restricted to the following: to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing a Catholic school designated as such which shall offer a broad and balanced curriculum and shall be conducted in accordance with the principles, practices and tenets of the Catholic Church and all Catholic canon law applying thereto including any trust deed governing the use of land used by the Academy both generally and in particular in relation to arranging for religious education and daily acts of worship and having regard to any advice and following directives issued by the Diocesan Bishop.

This is a Catholic school. All the members of the school community support the Christian ethos of the school and our faith is an integral part of our life and work. We seek to enjoy and explore the world around us and respond to God's wonderful creation in praise and thanksgiving. We want each child to know God as our loving Father and respond to him in love. We pray and work for people in the wider world.

**Trustees' Report (continued)**

Each member of the school community and everyone we meet is valued and respected. We try to follow Jesus in sharing with and caring for one another. We endeavour to act justly, to be peacemakers, to enable every member of the school community to be able to accept and give forgiveness. We create a safe and secure environment in which everyone can be happy, healthy and able to work effectively, so that our children may achieve their full potential in all areas of the curriculum.

We endeavour to ensure as consistent an approach to behaviour as possible by all adults working with the child, including the parents. We try to be positive; praising those who are behaving appropriately so that children are helped to become sensitive to, and understand the effects of their actions on other people.

We follow the Church's year, foster an awareness of the sacramental life of the church and give great emphasis to personal, social and health education. We seek to support each child's self-esteem and enable them to make a positive contribution both to the school and in the wider community. We aspire to help build a sound foundation from which they will eventually be able to achieve economic well-being and spiritual fulfilment.

Safeguarding children is enshrined in all school policies and practise. We believe in creating and maintaining a healthy, safe and enjoyable learning environment for all children to allow them to achieve and make a positive contribution.

**Strategies and Activities:**

The Academy's main strategy is encompassed in its Mission Statement which is detailed in the "Objects and Aims" section.

The school is also committed to providing:

- a broad and balanced curriculum
- teaching and learning opportunities that aspire to high achievement for all the children
- training opportunities for all staff
- a programme of sporting and after school activities
- a commitment to the catholic education, including fundraising activities in support of charitable organisations
- weekly Mass for children and staff
- whole school assemblies and class collective worship

**Public Benefit:**

The Governors have paid due regard to the Charity Commission guidance on public benefit in deciding what activities the charity should undertake. The Governors consider that they have acted in the public benefit. The Academy reached out to the community by supporting CAFOD, Mission Together, and Save the Children charities. Work experience placements have been provided for students from local schools and colleges. There has been liaison with the Holy Rood Parish for parish events such as the children's liturgy and First Communion programme. The school has accommodated parish events in the school Hall. The Parents and Friends Association have supported the school by promoting fund raising and social events outside of the normal school pattern.

**Strategic Report****Achievements and Performance:**

The Academy continues to be committed to observing the importance of performance indicators to ensure that it strives for both educational and financial excellence. Our Academy was judged 'Outstanding' in all sections of the Ofsted Section 48 Report October 2011 and as 'Outstanding' in 29 of the 31 judgements in the Section 5 Ofsted Report July 2011.

Premises development took place during summer 2014. A grant was awarded from the Academies Capital Maintenance Fund for an electrical rewire of the school to be carried out.

This table shows a summary of the National Curriculum assessment results of pupils in the school (2014) and nationally (2013) at the end of Key Stage 1, as a percentage of those eligible for assessment.

The number of eligible children is: 60. Figures may not total 100 per cent because of rounding.

RESULTS OF TEACHER ASSESSMENT											
Percentage at each level											
			W	1	2C	2B	2A	3	4	Disapplied Children	Absent Children
Speaking & Listening	Boys	School	0	3	-	71	-	26	0	0	0
		National	2	12		67		19	0	0	0
	Girls	School	3	0	-	45	-	52	0	0	0
		National	1	7		65		27	0	0	0
	All	School	2	2	-	58	-	38	0	0	0
		National	2	9		66		23	0	0	0
Reading	Boys	School	0	3	0	32	39	26	0	0	0
		National	3	11	11	25	25	25	0	0	0
	Girls	School	3	3	3	21	24	45	0	0	0
		National	1	7	8	22	28	33	0	0	0
	All	School	2	3	2	27	32	35	0	0	0
		National	2	9	10	23	26	29	0	0	0
Writing	Boys	School	0	3	10	42	23	23	0	0	0
		National	4	16	21	30	19	10	0	0	0
	Girls	School	3	3	14	17	14	48	0	0	0
		National	2	8	15	30	26	20	0	0	0
	All	School	2	3	12	30	18	35	0	0	0
		National	3	12	18	30	22	15	0	0	0
Mathematics	Boys	School	0	0	3	29	35	32	0	0	0
		National	2	8	13	26	26	25	0	0	0
	Girls	School	3	0	10	14	41	31	0	0	0
		National	1	6	13	28	31	21	0	0	0
	All	School	2	0	7	22	38	32	0	0	0
		National	2	7	13	27	28	23	0	0	0
Science	Boys	School	0	3	-	65	-	32	0	0	-
		National	2	9		66		23	0	0	
	Girls	School	3	0	-	55	-	41	0	0	-
		National	1	7		71		21	0	0	
	All	School	2	2	-	60	-	37	0	0	-
		National	2	8		68		22	0	0	

Includes all schools with pupils eligible for assessment at Key Stage 1. Participation by independent schools is voluntary, therefore only includes results from those independent schools which chose to make a return and which met the statutory standards for assessment and moderation. Speaking and Listening and Science subjects do not report level 2A, 2B and 2C, only level 2. These are shown in the 2B column for the purposes of this table. Absent and Disapplied are not reported in science main level but are reported as U (unable).

These are shown in the disapplied column for the purposes of this table. '-' represents 'Not Applicable'. 'x' indicates a figure not shown in order to protect confidentiality.

**Trustees' Report (continued)**Going Concern:

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

Key Performance Indicators:

Educational indicators include analysis of results from the Foundation Stage Profile, Year One Phonics Testing, Performance Indicators in Primary Schools (PIPS) and Statutory Assessment Tasks and Tests (SATS) assessments and analysis of 'valued added'. In school assessments are carried out three times a year. The revised tracker system ensures that the school can identify groups of children and individuals, allowing the school to narrow any educational gaps. The Academy is also monitored through the completion and submission to the Education Funding Agency of the Academies Budget Forecast return.

Financial Review:

The principal source of funding is from the Department for Education, via the Education Funding Agency. This funding has supported the key objectives of the Academy. The bulk of the Academy's funding is the General Annual Grant (restricted funding). The restricted fixed asset fund balance which includes unspent capital grants is reduced by annual depreciation charges over the expected useful life of the assets concerned, in line with the rates contained in the Academy's Accounting Policy. The balance sheet includes a liability for £246,000 (2013: £128,000) in relation to the Academy's FRS17 valuation of the local government pension scheme which the Governing Body have agreed should be included within the Risk Register.

Total income for the year = £866,943 (2013: £896,058)

Total expenditure for the year = £873,048 (2013: £942,123)

Please refer to the comprehensive auditors' report and the year end accounts for further details and information regarding the Academy's finances.

Financial and Risk Management Objectives and Policies:

The Governors have an agreed risk register and business continuity plan.

Principal Risks and Uncertainties:

There is Business Continuity Plan and Risk Register that are subject to an annual review. The highest risks are identified and control procedures agreed by the Governing Body.

The Academy has an effective and robust system of internal controls in place working to the guidance of the Academies Financial Handbook and with policies in place as follows: Finance Policy, Best Value Statement, Depreciation Policy, Debt Write-off and Redundant Equipment Policy.

There is a financial report to every full Governing Body meeting. The Governing Body has appointed a Responsible Officer who conducts mini audits throughout the year and provides a report for Governors. There is a secure system for backing-up school data. A new asset register has been implemented within the year that is subject to regular review.

There is an annual health and safety inspection of the premises and a report is submitted to the Governing Body.

The Governing Body strives to ensure that all Academy financial transactions and educational responsibilities are managed within stringent guidelines as set by the relevant authorities such as the Department for Education and the Education Funding Agency.



**Trustees' Report (continued)****Reserves Policy:**

The Governors aim to maintain free reserves to ensure that there is sufficient working capital to cover delays between spending and receipts of grants and to deal with unexpected emergencies such as urgent maintenance.

The Governors acknowledge the pension reserve deficit of £246,000 (2013: £128,000) and will monitor the situation with a view to increasing contributions at a later date in order to reduce the deficit.

At 31<sup>st</sup> August 2014 the Academy had free reserves (total funds less the amount held in fixed assets and restricted funds) of £78,000 (2013: £70,419).

**Investment Policy:**

The Governors have authorised that any day-to-day surplus monies will be invested in high interest deposit accounts with the current bankers. These monies are accessible should the need arise.

**Plans for Future Periods**

The Academy maintains a School Development Plan that outlines the educational and financial aims over the next three years. This is a working document which is reviewed on a regular basis at senior management team meetings with all staff and Governors encouraged to contribute to its development.

The Academy with support from the Parents and Friends Association purchased a new reading scheme in July 2014. The Oxford Reading Tree supports the new English curriculum and provides a contextually broader reading experience which will have a positive impact on the children's reading throughout the school.

The school is located in central Swindon, catering for pupils in the 4 – 7 years age range. The Local Authority in Swindon in September 2013 identified an urgent need for additional places for primary aged children in the town centre. Holy Rood Catholic Primary School has a waiting list of 55 children. Of these 34 are Catholic and 21 are children of other faiths who have Holy Rood Catholic Primary School as a preference.

Following the request by the Local Authority (LA) and the Diocese in September 2013 for Holy Rood Catholic Primary School to expand an application and business case was submitted to the Education Funding Authority (EFA) on 25<sup>th</sup> October 2013. EFA approval was received on 4<sup>th</sup> March 2014 for the Academy to expand its numbers on roll to 452 and age range from 4 to 11 years from September 2015.

From September 2015 Holy Rood Catholic Primary School will have two year 3 classes. This year group will be based on the Upham Road site. New resources and staffing will be procured. The Academy will continue to plan for the progressive expansion for the subsequent three years.

There is a working three year budget plan that is maintained and updated by the School Business Manager. This is reported on at the Finance, Buildings and Risk Management Committee and Governing Body meetings.

**Trustees' Report (continued)**

**Auditor**

In so far as the Trustees as aware:

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

Trustees' report, incorporating a Strategic Report, approved by order of the members of the Governing Body on ~~19th November '14~~ and signed on its behalf by:



Anne Jones  
Chair of Governors

**Governance Statement****Scope of Responsibility**

As Governors, we acknowledge we have overall responsibility for ensuring that Holy Rood Catholic Primary School has an effective and appropriate system of control, financial and otherwise. However such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives, and can provide only reasonable and not absolute assurance against material misstatement or loss.

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

**Governance****GOVERNING BODY**

FINANCE, BUILDINGS AND RISK MANAGEMENT  
COMMITTEE

PUPILS, STAFFING AND CURRICULUM  
COMMITTEE

INFORMATION AND COMMUNICATION TECHNOLOGY STEERING  
COMMITTEE

The full Governing Body holds at least three meetings a year and Committees meet at least once every term. Governors visit the school regularly and take an active part in school life.

The structure of the main committees detailed on the diagram is as agreed by the full Governing Body. All committees consist of a minimum of four Governors one of whom shall be the Head Teacher. The membership of committees is decided by the full Governing Body. The quorum for any Governing Body meeting and vote must be one half (rounded up to a whole number) of the complete membership of the Governing Body, excluding vacancies. The quorum for any committee meeting and for any vote must be three Governors who are members of the committee (or more) as determined by the committee, one of whom shall be the Head Teacher.

**Governance Statement (continued)****GOVERNORS' ATTENDANCE AT MEETINGS 2013-2014****The Full Governing Body (FGB) met on:**

2013 18<sup>th</sup> September, 9<sup>th</sup> October, 6<sup>th</sup> November, 20<sup>th</sup> November

2014 5<sup>th</sup> February, 19<sup>th</sup> March, 30<sup>th</sup> April, 14<sup>th</sup> May, 25<sup>th</sup> June

**The Pupils, Staffing and Curriculum Committee (PSC) met on:**

2013 9<sup>th</sup> October

2014 22<sup>nd</sup> January, 5<sup>th</sup> February, 2<sup>nd</sup> April, 25<sup>th</sup> June

**The Finance Buildings and Risk Management Committee (FBRM) met on:**

2013 20<sup>th</sup> November

2014 22<sup>nd</sup> January, 19<sup>th</sup> March

**The ICT Steering Committee (ICT) met on:**

2013 9<sup>th</sup> October

2014 5<sup>th</sup> February, 30<sup>th</sup> April

**Governors' Attendance / Possible attendance**

	<b>FGB</b>	<b>PSC</b>	<b>FBRM</b>	<b>ICT</b>
Anne Jones	9/9	4/5	Not applicable (N/A)	N/A
Paul Barnes	4/9	N/A	2/3	N/A
Tim Crook	9/9	N/A	3/3	N/A
Phil Gilvin	7/9	4/5	N/A	3/3
Helen Walsh	9/9	5/5	N/A	N/A
Phil Paton	8/9	N/A	2/3	N/A
Bill Campbell	7/9	N/A	3/3	2/3
Pete Scutt	8/9	5/5	N/A	3/3
Aisling Roberts	4/5	1/2	N/A	N/A
Margaret Powell	3/5	2/2	N/A	N/A
Darota Kieljan	3/5	2/2	N/A	N/A
Naomi Fry	9/9	5/5	3/3	3/3
Rebecca Deighton	7/8	N/A	3/3	N/A
Christine Kerrigan	8/8	4/4	3/3	3/3
Claire Ellis	1/6	0/4	N/A	0/2

**Governance Statement (continued)**

*The responsibilities of the three committees are:-*

**Pupils, Staffing and Curriculum** – All matters relating to personnel, both pupils and staffing and matters relating to the curriculum taught in the school including the allocation of posts of responsibility.

1. Deployment
2. Recruitment and Appointment
3. Induction
4. Development
5. Procedures
6. Supply Cover
7. Leave of Absence

**Curriculum**

1. Religious Education
2. Deciding on the monitoring and reporting strategies to be used which will allow the Governing Body to be sufficiently informed and enable it to fulfil its statutory duty to ensure that the National Curriculum is being followed throughout the school
3. School Development Plan - Curriculum Section
4. Resources
5. Information
6. Special Needs
7. Sex Education
8. Schemes of work and learning strategies

**Finance, Buildings and Risk Management** – All matters relating to management of risk, budgets, buildings and site.

1. Planning the Budget
2. Approving the Budget
3. Monitoring the Budget
4. Condition of Site and Premises
5. Repairs and Maintenance
6. Lettings
7. Health and Safety
8. Insurance
9. Planning Strategies

**Information And Communication Technology (ICT) Steering Committee**

1. Considers funding and training requirements to meet ICT targets.
2. Ensures that 'best value' principles are applied whilst making use of available funding.
3. Contributes to the formulation of ICT policy and development plans.
4. Monitors the development of ICT as a curriculum subject.

A special committee with representatives from the Finance, Buildings and Risk Management Committee and the Pupils, Staffing and Curriculum exists to review salaries. This Committee has no other duties.

Other specific committees set up by the Governing Body include: Admissions Committee, Discipline Committee, Staff Dismissal Committee and Dismissal Appeal Committee.

*The above committees fulfil their respective functions as required by law.*

**Governance Statement (continued)****The Purpose of the System of Internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Academy's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in Holy Rood Catholic Primary School for the year ended 31 August 2014 and up to the date of approval of the annual report and financial statements.

**Capacity to Handle Risk**

The management of risk is led by a Governing Body representative, the Head Teacher, the School Business Manager and delegated member of staff. School staff are adequately and thoroughly trained and equipped in all areas affecting any risk to the success of the Academy and the safety of staff and children.

**The Risk and Control Framework**

The Governing Body have appointed Financial Services 4 Schools to carry out financial services within the school including internal audit and Responsible Officer functions. The Governing Body have ensured that there is segregation of duties to maintain good practice. There are stringent guidelines and delegation of duties to maintain good practice relating to all aspects of the Academy's finances. The Scheme of Delegation is reviewed and agreed annually by the Governing Body and is a further safeguard.

**Review of Effectiveness**

As Accounting Officer, the Head Teacher, has responsibility for reviewing the effectiveness of the system of internal control. During the financial year ending 31 August 2014 the Governing Body has been informed of the review by scrutiny of financial and other performance monitoring data, regular reports from the Head Teacher and other managers to the Governing Body.

The internal control systems have been verified by the processes monitored during four visits of a third party finance accounting technician, three external Responsible Officer reports and an interim audit inspection by Monahans auditors.

The reports of the systems of internal control have been reviewed by the Finance, Buildings and Risk Management Committee and it has been noted that no weaknesses have been identified. The committee are continuously looking for ways to improve the systems is in place.

Approved by order of the members of the Governing Body on 19 November 2014 and signed on its behalf by:

  
Anne Jones  
Chair

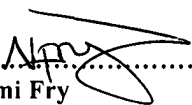
  
Naomi Fry  
Accounting Officer

**Statement on Regularity, Propriety and Compliance**

As Accounting Officer of Holy Rood Catholic Primary School I have considered my responsibility to notify the Academy Trust Governing Body and the Education Funding Agency (EFA) of material irregularity, impropriety and non-compliance with EFA terms and conditions of funding, under the funding agreement in place between the Academy Trust and the Secretary of State. As part of my consideration I have had due regard to the requirements of the Academies Financial Handbook.

I confirm that I and the Academy Trust Governing Body are able to identify any material irregular or improper use of funds by the Academy Trust, or material non-compliance with the terms and conditions of funding under the Academy Trust's funding agreement and the Academies Financial Handbook.

I confirm that no instances of material irregularity, impropriety or funding non-compliance have been discovered to date.

  
.....  
**Naomi Fry**  
**Accounting Officer**

**Statement of Trustees' Responsibilities**

The Trustees (who act as governors of Holy Rood Catholic Primary School and are also directors of the charitable company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and the Annual Accounts Direction issued by the Education Funding Agency.

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Academy and of the incoming resources and application of resources, including the income and expenditure, of the Academy for the year. In preparing these financial statements, the Governors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Academy will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Academy's transactions and disclose with reasonable accuracy at any time the financial position of the Academy 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 Academy and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.


The Trustees are responsible for ensuring that in its conduct and operation the Academy applies financial and other controls which conform to the requirements both of propriety and good financial management. They are also responsible for ensuring that grants received from the Young People's Learning Agency, Education Funding Agency and Department for Education have been applied for the purposes intended.

In so far as the Trustees are aware:

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

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the Academy's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by order of the members of the Governing Body on 19th November 14 and signed on its behalf by:

  
Anne Jones  
Chair



**Report of the Independent Auditors to the Members of**  
**Holy Rood Catholic Primary School**

We have audited the financial statements of Holy Rood Catholic Primary School for the year ended 31 August 2014 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and the Accounts Direction 2013 to 2014 issued by the Education Funding Agency (EFA).

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 auditors' 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 auditors**

As explained more fully in the Statement of Trustees Responsibilities set out on page sixteen, the trustees (who are also the directors of the charitable 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 Ethical Standards for Auditors.

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

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**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 August 2014 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;
- have been prepared in accordance with the requirements of the Companies Act 2006; and
- have been prepared in accordance with the Academies Accounts Direction 2013 to 2014 issued by the EFA.

**Opinion on other matter prescribed by the Companies Act 2006**


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

**Report of the Independent Auditors to the Members of**  
**Holy Rood Catholic Primary School**

**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:

- adequate accounting records have not been kept 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.



Steven Fraser (Senior Statutory Auditor)  
for and on behalf of Monahans  
Statutory Auditors  
38-42 Newport Street  
Swindon  
Wiltshire  
SN1 3DR

Date:

*2nd December 2016*

**Independent Reporting Accountant's Assurance Report on Regularity to  
Holy Rood Catholic Primary School and the Education Funding Agency**

In accordance with the terms of our engagement and further to the requirements of the Education Funding Agency (EFA), as included in the Academies Accounts Direction 2013 to 2014, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by Holy Rood Catholic Primary School during the period 1 September 2013 to 31 August 2014 have been applied to the purposes identified by Parliament and the financial transactions conform to the authorities which govern them.

This report is made solely to Holy Rood Catholic Primary School and the EFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to Holy Rood Catholic Primary School and the EFA those matters we are required to state in a report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Holy Rood Catholic Primary School and the EFA, for our work, for this report, or for the conclusion we have formed.

**Respective responsibilities of Holy Rood Catholic Primary School's accounting officer and the reporting accountant**

The accounting officer is responsible, under the requirements of Holy Rood Catholic Primary School's funding agreement with the Secretary of State for Education and the Academies Financial Handbook, extant from 1 September 2013, for ensuring that expenditure disbursed and income received is applied for the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

Our responsibilities for this engagement are established in the United Kingdom by our profession's ethical guidance and are to obtain limited assurance and report in accordance with our engagement letter and the requirements of the Academies Accounts Direction 2013 to 2014. We report to you whether anything has come to our attention in carrying out our work which suggests that in all material respects, expenditure disbursed and income received during the period 1 September 2013 to 31 August 2014 have not been applied to purposes intended by Parliament or that the financial transactions do not conform to the authorities which govern them.

**Approach**

We conducted our engagement in accordance with the Academies Accounts Direction 2013 to 2014 issued by the EFA. We performed a limited assurance engagement as defined in our engagement letter.

The objective of a limited assurance engagement is to perform such procedures as to obtain information and explanations in order to provide us with sufficient appropriate evidence to express a negative conclusion on regularity.

A limited assurance engagement is more limited in scope than a reasonable assurance engagement and consequently does not enable us to obtain assurance that we would become aware of all significant matter that might be identified in a reasonable assurance engagement. Accordingly, we do not express a positive opinion.

Our engagement includes examination, on a test basis, of evidence relevant to the regularity and propriety of the charitable company's income and expenditure.

In planning and conducting our work we had due regard to professional guidance, including the Academies Accounts Direction 2013 to 2014 and the ICAEW Assurance Sourcebook. The work undertaken to draw to our conclusion, includes, but is not limited to:

- Enquiry of senior management and the Academy's Governors.
- Inspection and review of the accounting records, meeting minutes, prior year regularity report, internal control procedures, management representations and declarations of interest.
- Observation and re-performance of the financial controls
- Review of the results of the Academy's process of independent checking of financial controls, systems, transactions and risks

**Conclusion**

In the course of our work, nothing has come to our attention which suggests that in all material respects the expenditure disbursed and income received during the period 1 September 2013 to 31 August 2014 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

Monahans  
Chartered Accountants  
38-42 Newport Street  
Swindon  
Wiltshire  
SN1 3DR

Date: 2nd December 2014

**Holy Rood Catholic Primary School**

**Statement of Financial Activities**  
**for the Year Ended 31 August 2014**

		Unrestricted funds £	Restricted funds £	Fixed asset fund £	Total 2014 funds £	Total 2013 funds £
Notes						
<b>INCOMING RESOURCES</b>						
<b>Incoming resources from generated funds</b>						
	2	3,231	1,000	-	4,231	4,077
	3	5,818	-	-	5,818	5,969
	4	207	-	-	207	471
<b>Incoming resources from charitable activities</b>						
	5	<u>7,109</u>	<u>794,042</u>	<u>55,536</u>	<u>856,687</u>	<u>885,541</u>
		<b>16,365</b>	<b>795,042</b>	<b>55,536</b>	<b>866,943</b>	<b>896,058</b>
<b>RESOURCES EXPENDED</b>						
<b>Charitable activities</b>						
		8,784	748,782	100,779	858,345	926,469
	8	<u>-</u>	<u>14,703</u>	<u>-</u>	<u>14,703</u>	<u>15,654</u>
	6	<u>8,784</u>	<u>763,485</u>	<u>100,779</u>	<u>873,048</u>	<u>942,123</u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>						
		7,581	31,557	(45,243)	(6,105)	(46,065)
<b>Other recognised gains/losses</b>						
		-	(114,000)	-	(114,000)	12,000
		7,581	(82,443)	(45,243)	(120,105)	(34,065)
<b>RECONCILIATION OF FUNDS</b>						
		70,419	(128,000)	223,279	165,698	199,763
		<u>78,000</u>	<u>(210,443)</u>	<u>178,036</u>	<u>45,593</u>	<u>165,698</u>

**CONTINUING OPERATIONS**

All incoming resources and resources expended arise from continuing activities.

**Holy Rood Catholic Primary School**  
**Registered Company Number: 07697045 (England and Wales)**  
**Balance Sheet**  
**At 31 August 2014**

	Notes	2014 £	2013 £
<b>FIXED ASSETS</b>			
Tangible assets	12	136,098	169,322
<b>CURRENT ASSETS</b>			
Stocks	13	1,914	1,608
Debtors	14	54,450	45,446
Cash at bank and in hand		<u>248,857</u>	<u>131,223</u>
		305,221	178,277
<b>CREDITORS</b>			
Amounts falling due within one year	15	(149,726)	(53,901)
<b>NET CURRENT ASSETS</b>		<u>155,495</u>	<u>124,376</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		291,593	293,698
<b>PENSION LIABILITY</b>	19	(246,000)	(128,000)
<b>NET ASSETS/(LIABILITIES)</b>		<u>45,593</u>	<u>165,698</u>
<b>FUNDS</b>	18		
Unrestricted funds		78,000	70,419
Restricted funds:			
Fixed asset funds		178,036	223,279
General funds		35,557	-
Pension reserve		<u>(246,000)</u>	<u>(128,000)</u>
Total restricted funds		(32,407)	95,279
<b>TOTAL FUNDS</b>		<u>45,593</u>	<u>165,698</u>

The financial statements were approved by the Board of Trustees on 19th November 2014 and were signed on its behalf by:

  
 Anne Jones Trustee

The notes form part of these financial statements

**Holy Rood Catholic Primary School**

**Cash Flow Statement**  
**for the Year Ended 31 August 2014**

	Notes	2014 £	2013 £
Net cash inflow from operating activities	21	73,370	13,491
Returns on investments and servicing of finance	22	207	471
Capital expenditure and financial investment	22	44,057	(83,231)
Increase/(decrease) in cash in the period		<u>117,634</u>	<u>(69,269)</u>

**Reconciliation of net cash flow to movement in net debt**

23

Increase/(decrease) in cash in the period	<u>117,634</u>	<u>(69,269)</u>
Change in net debt resulting from cash flows	<u>117,634</u>	<u>(69,269)</u>
Movement in net debt in the period	117,634	(69,269)
Net debt at 1 September	<u>131,223</u>	<u>200,492</u>
Net debt at 31 August	<u>248,857</u>	<u>131,223</u>

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, the Companies Act 2006, the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities and the Academies Accounts Direction 2013 to 2014 issued by the EFA.

**Going concern**

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Academy to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

**Incoming resources**

All incoming resources are recognised when the Academy has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

**Grants receivable**

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the year is shown in the relevant funds on the balance sheet. Where income is received in advance of entitlement of receipt its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

General Annual Grant is recognised in full in the year for which it is receivable and any unspent amount is reflected as a balance in the restricted general fund. Capital grants are recognised when receivable and are not deferred over the life of the asset on which they are expended. Unspent amounts of capital grant are reflected in the balance in the restricted fixed asset fund.

**Donations**

Donations are recognised on a receivable basis where there is certainty of receipt and the amount can be reliably measured.

**Other income**

Other income, including the hire of facilities, is recognised in the year it is receivable and to the extent the goods have been provided or on completion of the service.

**Donated services and gifts in kind**

The value of donated services and gifts in kind provided to the Academy are recognised at an estimate of their gross value in the year in which they are receivable as incoming resources, where the benefit to the Academy can be reliably measured. An equivalent amount is included as expenditure under the relevant heading in the Statement of Financial Activities, except where the gift in kind was a fixed asset in which case the amount is included in the appropriate fixed asset category and depreciated over the useful economic life in accordance with Academy's policies.

**Resources expended**

All expenditure is recognised in the year in which a liability is incurred and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

All resources expended are inclusive of irrecoverable VAT.

**Charitable activities**

These are costs incurred on the Academy's educational operations.

**Governance costs**

These include the costs attributable to the Academy's compliance with constitutional and statutory requirements, including audit, strategic management and Governors' meetings and reimbursed expenses.

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2014**

**1. ACCOUNTING POLICIES - continued**

**Tangible fixed assets**

Assets costing £200 or more are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any provision for impairment.

Where tangible fixed assets have been acquired with the aid of specific grants, either from the government or from the private sector, they are included in the Balance Sheet at cost and depreciated over their expected useful economic life. The related grants are credited to a restricted fixed asset fund in the Statement of Financial Activities and carried forward in the Balance Sheet. Depreciation on such assets is charged to the restricted fixed asset fund in the Statement of Financial Activities so as to reduce the fund over the useful economic life of the related asset on a basis consistent with the Academy's depreciation policy.

Depreciation is provided on all tangible fixed assets other than freehold land, at rates calculated to write off the cost of each asset on a straight-line/reducing balance basis over its expected useful lives, as follows:

Improvements to property 5 years  
Fixtures, fittings and equipment 5 years  
ICT equipment 3 years

Assets in the course of construction are included at cost. Depreciation on these assets is not charged until they are brought into use.

Assets transferred on conversion to the academy were fully depreciated in the first year's accounts.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities.

The Clifton Diocese own the freehold of the school building. There is no lease agreement or licence for use between the academy and the Diocese. Therefore the building has not been shown as an asset of the academy. The government valued the school building on a depreciated replacement cost basis, on conversion, at £1,510,192.

**Stocks**

Stock consists of uniform and stationery. Stocks are valued at the lower of cost and net realisable value. Items donated for resale or distribution are not included in the financial statements until they are sold or distributed.

**Taxation**

The Academy is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Academy is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**Fund accounting**

Unrestricted income funds represent those resources which may be used towards meeting any of the charitable objects of the Academy at the discretion of the trustees.

Restricted fixed asset funds are resources which are to be applied to specific capital purposes imposed by the Education Funding Agency/Department for Education where the asset acquired or created is held for a specific purpose.

Restricted general funds comprise all other restricted funds received and include grants from the Education Funding Agency/Department for Education.



**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2014**

**1. ACCOUNTING POLICIES - continued**

**Pension benefits**

Retirement benefits to employees of the Academy are provided by the Teachers' Pension Scheme ('TPS') and the Local Government Pension Scheme ('LGPS'). These are defined benefit schemes, are contracted out of the State Earnings-Related Pension Scheme ('SERPS'), and the assets are held separately from those of the Academy.

The TPS is an unfunded scheme and contributions are calculated so as to spread the cost of pensions over employees' working lives with the Academy in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary on the basis of quinquennial valuations using a prospective benefit method. As stated in Note 18, the TPS is a multi-employer scheme and the Academy is unable to identify its share of the underlying assets and liabilities of the scheme on a consistent and reasonable basis. The TPS is therefore treated as a defined contribution scheme and the contributions recognised as they are paid each year.

The LGPS is a funded scheme and the assets are held separately from those of the Academy in separate trustee administered funds. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit method and discounted at a rate equivalent to the current rate of return on a high quality corporate bond of equivalent term and currency to the liabilities. The actuarial valuations are obtained at least triennially and are updated at each balance sheet date. The amounts charged to operating surplus are the current service costs and gains and losses on settlements and curtailments. They are included as part of staff costs. Past service costs are recognised immediately in the Statement of Financial Activities if the benefits have vested. If the benefits have not vested immediately, the costs are recognised over the period until vesting occurs. The expected return on assets and the interest cost are shown as a net finance amount of other finance costs or credits adjacent to interest. Actuarial gains and losses are recognised immediately in other gains and losses.

**2. VOLUNTARY INCOME**

	Unrestricted funds £	Restricted funds £	2014 Total funds £	2013 Total funds £
Donations	<u>3,231</u>	<u>1,000</u>	<u>4,231</u>	<u>4,077</u>

**3. ACTIVITIES FOR GENERATING FUNDS**

	Unrestricted funds £	Restricted funds £	2014 Total funds £	2013 Total funds £
Hire of facilities	35	-	35	300
Other income	<u>5,783</u>	<u>-</u>	<u>5,783</u>	<u>5,669</u>
	<u>5,818</u>	<u>-</u>	<u>5,818</u>	<u>5,969</u>

**4. INVESTMENT INCOME**

	Unrestricted funds £	Restricted funds £	2014 Total funds £	2013 Total funds £
Deposit account interest	<u>207</u>	<u>-</u>	<u>207</u>	<u>471</u>

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2014**

**5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES - ACADEMY'S EDUCATIONAL OPERATIONS**

	Unrestricted funds	Restricted funds	2014 Total funds	2013 Total funds
	£	£	£	£
Grants	-	847,606	847,606	874,116
School trips	-	1,972	1,972	3,669
School uniform	2,540	-	2,540	3,721
Afterschool club	4,569	-	4,569	4,035
	<u>7,109</u>	<u>849,578</u>	<u>856,687</u>	<u>885,541</u>

An analysis of grants received is given below:

	Unrestricted funds	Restricted funds	2014 Total funds	2013 Total funds
	£	£	£	£
<b>DfE/EFA revenue grant</b>				
General Annual Grant(GAG)	-	751,976	751,976	774,681
Other DfE/EFA grants	-	17,307	17,307	12,519
	-	769,283	769,283	787,200
<b>DfE/EFA capital grant</b>				
DfE/EFA capital grants	-	55,536	55,536	85,476
<b>Other government grant</b>				
Special educational needs	-	22,787	22,787	1,440
	-	847,606	847,606	874,116

**6. RESOURCES EXPENDED**

	Staff costs	Non-pay expenditure		2014 Total	2013 Total
	£	Premises £	Other costs £	£	£
<b>Charitable activities</b>					
<b>Academies educational operations</b>					
Direct costs	536,341	-	85,033	621,374	667,308
Allocated support costs	<u>98,102</u>	<u>90,582</u>	<u>48,287</u>	<u>236,971</u>	<u>259,161</u>
	634,443	90,582	133,320	858,345	926,469
<b>Governance costs including allocated support costs</b>	-	-	14,703	14,703	15,654
	<u>634,443</u>	<u>90,582</u>	<u>148,023</u>	<u>873,048</u>	<u>942,123</u>

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2014**

**6. RESOURCES EXPENDED - continued**

Net resources are stated after charging/(crediting):

	2014	2013
	£	£
Auditor's remuneration	5,070	5,050
Auditor's remuneration for non-audit work	1,025	3,643
Depreciation - owned assets	<u>44,703</u>	<u>20,302</u>

Included within resources expended are the following transactions. Individual transactions exceeding £5,000 are identified separately:

	Total	Individual items above £5,000	
		Amount	Reason
Ex-gratia/compensation payments	-	-	-
Gifts made by the trust	-	-	-
Fixed asset losses	-	-	-
Stock losses	-	-	-
Unrecoverable debts	-	-	-
Cash losses	-	-	-

**7. RESOURCES EXPENDED FROM CHARITABLE ACTIVITIES**

	Unrestricted funds £	Restricted funds £	2014 Total funds £	2013 Total funds £
<b>Direct costs - academy's educational operations</b>				
Teaching and educational support staff	-	536,341	536,341	612,128
Depreciation	-	14,304	14,304	8,775
Technology costs	-	22,498	22,498	22,997
Educational supplies	2,653	34,872	37,525	17,905
Staff development	-	<u>10,706</u>	<u>10,706</u>	<u>5,503</u>
	2,653	618,721	621,374	667,308
<b>Allocated support costs - academy's educational operations</b>				
Support staff costs	-	98,102	98,102	91,380
Depreciation	-	30,399	30,399	11,527
Technology costs	-	1,065	1,065	7,070
Recruitment and support	-	2,288	2,288	3,755
Maintenance of premises and equipment	-	53,036	53,036	89,555
Cleaning	-	4,139	4,139	3,701
Rent and rates	-	2,054	2,054	1,443
Energy costs	-	9,940	9,940	10,542
Insurance	3,366	18,047	21,413	22,939
Catering	156	4,668	4,824	2,868
Other support costs	<u>2,609</u>	<u>7,102</u>	<u>9,711</u>	<u>14,381</u>
	<u>6,131</u>	<u>230,840</u>	<u>236,971</u>	<u>259,161</u>
	<u>8,784</u>	<u>849,561</u>	<u>858,345</u>	<u>926,469</u>

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2014**

**8. GOVERNANCE COSTS**

	Unrestricted funds	Restricted funds	2014 Total funds	2013 Total funds
	£	£	£	£
Auditor's remuneration	-	5,070	5,070	5,050
Auditor's remuneration for non-audit work	-	1,025	1,025	3,643
Legal fees	-	2,603	2,603	3,774
Responsible officer visits, accountancy assistance and payroll	-	6,005	6,005	3,187
	<u>-</u>	<u>14,703</u>	<u>14,703</u>	<u>15,654</u>

**9. TRUSTEES' REMUNERATION AND BENEFITS**

The principal and other staff trustees only receive remuneration in respect of services they provide undertaking the roles of principal and staff, and not in respect of their services as trustees. Other trustees did not receive any payments, other than expenses, from the academy trust in respect of their role as trustees. The value of trustees' remuneration (gross salary and employer's pension contributions) was as follows:

	Gross salary	Employer's pension contributions	Total	2013
N Fry (principal and trustee)	£45k - £50k	£5k - £10k	£55k - £60k	£50k - £55k
R Deighton (staff trustee)	£10k - £15k	£0k - £5k	£15k - £20k	£10k - £15k
C Kerrigan (staff trustee)	£35k - £40k	£5k - £10k	£40k - £45k	-
D Slaght (trustee to 31 August 2013)	-	-	-	£80k - £85k

**Trustees' expenses**

During the year ended 31 August 2014, travel and subsistence expenses totalling £nil (2013 - £nil) were reimbursed to nil trustees (2013 - nil). Related party transactions involving the trustees are set out in note 20.

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2014**

**10. STAFF COSTS**

	2014	2013
	£	£
Wages and salaries	514,883	574,070
Social security costs	26,407	35,402
Other pension costs	<u>88,706</u>	<u>90,616</u>
	629,996	700,088
Supply teacher costs	<u>4,447</u>	<u>3,420</u>
	<u>634,443</u>	<u>703,508</u>

The average number of persons (including senior management team) employed by the charitable company during the year expressed as full time equivalents was as follows:

	2014	2013
Teachers and teaching assistants	16	17
Administration and support	4	4
Management	<u>2</u>	<u>2</u>
	<u>22</u>	<u>23</u>

The number of employees whose emoluments fell within the following bands was:

	2014	2013
£70,001 - £80,000	<u>-</u>	<u>1</u>

Nil (2013: One) of the above employees participated in the Teacher's Pension Scheme. During the year ended 31 August 2014 employer's pension contributions for these staff amounted to £Nil (2013: £10,010). No employee earned more than £60,000 during the year ended 31 August 2014.

The average number of persons employed by the Academy during the year was:

	2014 Number	2013 Number
Teachers and teaching assistants	24	26
Administration and support	7	7
Management	<u>2</u>	<u>2</u>
	<u>33</u>	<u>35</u>

There were no staff restructuring costs and no non-statutory / non-contractual severance payments.

**11. TRUSTEES' AND OFFICERS' INSURANCE**

In accordance with normal commercial practice the Academy has purchased insurance to protect trustees and officers from claims arising from negligent acts, errors or omissions occurring whilst on Academy business. The insurance provides cover up to £2,000,000 on any one claim and the cost for the year ended 31 August 2014 was £530 (2013: £566). The cost of this insurance is included in the total insurance cost.

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2014**

**12. TANGIBLE FIXED ASSETS**

	Improvements to property £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1 September 2013	138,624	15,354	40,789	194,767
Additions	-	8,128	3,351	11,479
At 31 August 2014	<u>138,624</u>	<u>23,482</u>	<u>44,140</u>	<u>206,246</u>
<b>DEPRECIATION</b>				
At 1 September 2013	8,775	2,997	13,673	25,445
Charge for year	<u>27,725</u>	<u>4,262</u>	<u>12,716</u>	<u>44,703</u>
At 31 August 2014	<u>36,500</u>	<u>7,259</u>	<u>26,389</u>	<u>70,148</u>
<b>NET BOOK VALUE</b>				
At 31 August 2014	<u>102,124</u>	<u>16,223</u>	<u>17,751</u>	<u>136,098</u>
At 31 August 2013	<u>129,849</u>	<u>12,357</u>	<u>27,116</u>	<u>169,322</u>

**13. STOCKS**

	2014 £	2013 £
Unifoms and stationery	<u>1,914</u>	<u>1,608</u>

**14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2014 £	2013 £
Trade debtors	280	3,530
VAT	11,859	15,790
Prepayments and accrued income	<u>42,311</u>	<u>26,126</u>
	<u>54,450</u>	<u>45,446</u>

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2014**

**15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2014	2013
	£	£
Trade creditors	55,785	21,926
Social security and other taxes	8,347	10,446
Other creditors	10,869	12,586
Accruals and deferred income	<u>74,725</u>	<u>8,943</u>
	<u>149,726</u>	<u>53,901</u>

Deferred income

	£
Deferred Income at 1 September 2013	-
Resources deferred in the year	44,486
Amounts released from previous years	<u>-</u>
Deferred Income at 31 August 2014	<u>44,486</u>

**16. MEMBERS' LIABILITY**

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £10 for the debts and liabilities contracted before he/she ceases to be a member.

**17. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds	Restricted funds	Fixed asset fund	Total 2014 funds	Total 2013 funds
	£	£	£	£	£
Fixed assets	-	-	136,098	136,098	169,322
Current assets	78,000	185,283	41,938	305,221	178,277
Current liabilities	-	(149,726)	-	(149,726)	(53,901)
Pension liability	<u>-</u>	<u>(246,000)</u>	<u>-</u>	<u>(246,000)</u>	<u>(128,000)</u>
	<u>78,000</u>	<u>(210,443)</u>	<u>178,036</u>	<u>45,593</u>	<u>165,698</u>

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2014**

**18. MOVEMENT IN FUNDS**

	At 1.9.13 £	Net movement in funds £	Transfers between funds £	At 31.8.14 £
<b>Unrestricted funds</b>				
Unrestricted fund	70,419	7,581	-	78,000
<b>Restricted general funds</b>				
General Annual Grant	-	35,557	-	35,557
Pension	(128,000)	(118,000)	-	(246,000)
	(128,000)	(82,443)	-	(210,443)
<b>Restricted fixed asset funds</b>				
DfE/EFA capital grants	209,278	(38,327)	-	170,951
Capital expenditure from GAG	14,001	(6,916)	-	7,085
	223,279	(45,243)	-	178,036
<b>Total restricted funds</b>	95,279	(127,686)	-	(32,407)
<b>TOTAL FUNDS</b>	<u>165,698</u>	<u>(120,105)</u>	<u>-</u>	<u>45,593</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
Unrestricted fund	16,365	(8,784)	-	7,581
<b>Restricted general funds</b>				
General Annual Grant	751,978	(716,421)	-	35,557
DfE/EFA grants	17,307	(17,307)	-	-
Other government grants	22,787	(22,787)	-	-
Pension	-	(4,000)	(114,000)	(118,000)
Other restricted income	2,970	(2,970)	-	-
	795,042	(763,485)	(114,000)	(82,443)
<b>Restricted fixed asset funds</b>				
DfE/EFA capital grants	55,536	(93,863)	-	(38,327)
Capital expenditure from GAG	-	(6,916)	-	(6,916)
	55,536	(100,779)	-	(45,243)
<b>Total restricted funds</b>	850,578	(864,264)	(114,000)	(127,686)
<b>TOTAL FUNDS</b>	<u>866,943</u>	<u>(873,048)</u>	<u>(114,000)</u>	<u>(120,105)</u>



**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2014**

**18. MOVEMENT IN FUNDS - continued**

General Annual Grant - the GAG is applied in strict accordance with the terms of the Model Funding Agreement. Under the funding agreement with the Secretary of state, the academy trust was not subject to a limit on the amount of GAG that it could carry forward at 31 August 2014.

Other DfE/EFA grants - these include the pupil premium which is used to assist pupils from low income families and PE sports grant to fund improvements to the provision of PE and sports for primary pupils.

Other government grants - this is the special educational needs funding from Swindon Borough Council.

Other income - this is the monies received and expended on school trips, and donation from PFA towards the new reading scheme.

Pension reserve - this deficit represents the net shortfall in funds in the Local Government Pension Scheme in relation to employees past and present.

DfE/EFA capital grants - this represents funding specifically provided to support capital expenditure on fixed assets.

Fixed assets on conversion - this represents the value of land, buildings and other assets transferred from the Local Authority to the academy on conversion less depreciation.

Capital expenditure from GAG - this represents the cost less depreciation of assets purchased from the GAG.

The following transfers have been made in the year: Nil

**19. PENSION AND SIMILAR OBLIGATIONS**

The Academy's employees belong to two principal pension schemes: the Teachers' Pension Scheme England and Wales (TPS) for academic and related staff, and the Local Government Pension Scheme (LGPS) for non-teaching staff, which is managed by The Wiltshire Pension Fund. Both are defined-benefit schemes.

The pension costs are assessed in accordance with the advice of independent qualified actuaries. The latest actuarial valuation of the TPS was 31 March 2004 and of the LGPS 31 March 2013.

Contributions amounting to £10,714 (2013: £12,353) were payable to the schemes at 31 August and are included within creditors.

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2014**

**19. PENSION AND SIMILAR OBLIGATIONS - continued**

**Teachers' pension scheme**

**Introduction**

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pensions Regulations (2010) and, from 1 April 2014, by the Teachers' Pension Scheme Regulations 2014. Membership is automatic for full-time teachers in academies and, from 1 January 2007, automatic for teachers in part-time employment following appointment or a change of contract, although they are able to opt out.

The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis - these contributions along with those made by employers are credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

The Teachers' Pensions Regulations require an annual account to be kept of receipts and expenditure (including the cost of pensions' increases). From 1 April 2001, the account has been credited with a real rate of return, which is equivalent to assuming that the balance in the account is invested in notional investments that produce that real rate of return.

**Valuation of the Teachers' Pension Scheme**

The latest actuarial valuation of the TPS was carried out as at 31 March 2012 and in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014. The valuation report was published by the Department for Education on 9 June 2014. The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 16.48% of pensionable pay (including a 0.08% employer administration charge (currently 14.1%);
- total scheme liabilities for service to the effective date of £191,500 million, and notional assets of £176,600 million, giving a notional past service deficit of £14,900 million; and
- an employer cost cap of 10.9% of pensionable pay will be applied to future valuations.

The new employer contribution rate is applicable from 1 April 2015 and will be implemented for the TPS from September 2015.

A copy of the valuation report and supporting documentation is on the Teachers' Pensions website.

**Teachers' Pension Scheme Changes**

Lord Hutton made recommendations in 2011 about how pensions can be made sustainable and affordable, whilst remaining fair to the workforce and the taxpayer. The Government accepted Lord Hutton's recommendations as the basis for consultation with trade unions and other representative bodies. In March 2012 the Department for Education published proposals for the design for a reformed TPS.

The key provisions of the reformed scheme include: a pension based on career average earnings; an accrual rate of 1/57th; and a Normal Pension Age equal to State Pension Age, but with options to enable members to retire earlier or later than their Normal Pension Age. Pension benefits built up before 1 April 2015 will be fully protected.

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2014**

**19. PENSION AND SIMILAR OBLIGATIONS - continued**

In addition, the proposed final agreement includes a Government commitment that those within 10 years of normal pension age on 1 April 2012 will see no change to the age at which they can retire, and no decrease in the amount of pension they receive when they retire. There will also be further transitional protection, tapered over a three and a half year period, for people who would fall up to three and a half years outside of the 10 year protection.

In his interim report of October 2010, Lord Hutton recommended that short-term savings were also required, and that the only realistic way of achieving these was to increase member contributions. At the Spending Review 2010 the Government announced an average increase of 3.2 percentage points on the contribution rates by 2014-15. The increases have been phased in since April 2012 on a 40:80:100% basis.

The Department for Education has continued to work closely with trade unions and other representatives bodies to develop the reformatting Teachers' Pension Scheme and regulations giving effect to it came into force on 1 April 2014. Communications are being rolled out and the reformatting scheme will commence on 1 April 2015.

Under the definitions set out in Financial Reporting Standard (FRS 17) Retirement Benefits, the TPS is a multi-employer pension scheme. The academy is unable to identify its share of the underlying assets and liabilities of the scheme. Accordingly, the academy has taken advantage of the exemption in FRS 17 and has accounted for its contributions to the scheme as if it were a defined contribution scheme. The academy has set out above the information available on the scheme.

**Local government pension scheme**

The LGPS is a funded defined-benefit scheme, with the assets held in separate trustee-administered funds. The total contribution made for the year ended 31 August 2014 was £56,000, of which employer's contributions totalled £44,000 and employees' contributions totalled £12,000. The agreed contribution rates for future years are 22.8% for employers and 5.5 - 7.5% for employees.

Parliament has agreed, at the request of the Secretary of State for Education, to a guarantee that, in the event of academy closure, outstanding Local Government Pension Scheme liabilities would be met by the Department for Education. The guarantee came into force on 18 July 2013.

The academy is one of several employing bodies included within the Local Government Pension Scheme (LGPS).

The LGPS is a funded defined-benefit scheme, with the assets held in separate trustee-administered funds. Contributions to the scheme are determined by a qualified actuary on the basis of triennial valuations using the projected unit method. The total contribution made for the year ended 31 August 2013 was £49,000, of which employer's contributions totalled £38,000 and employees' contributions totalled £11,000. The agreed contribution rates for future years are 21.9% for employers and 5.5-6.8% for employees.

The amounts recognised in the balance sheet are as follows:

	Defined benefit pension plans	
	2014	2013
	£	£
Present value of funded obligations	(660,000)	(437,000)
Fair value of plan assets	<u>414,000</u>	<u>309,000</u>
	<u>(246,000)</u>	<u>(128,000)</u>
Deficit	<u>(246,000)</u>	<u>(128,000)</u>
Liability	<u>(246,000)</u>	<u>(128,000)</u>

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2014**

**19. PENSION AND SIMILAR OBLIGATIONS - continued**

The amounts recognised in the statement of financial activities are as follows:

	Defined benefit pension plans	
	2014	2013
	£	£
Current service cost	47,000	39,000
Interest cost	21,000	16,000
Expected return	(20,000)	(12,000)
	<u>48,000</u>	<u>43,000</u>
Actual return on plan assets	<u>53,000</u>	<u>31,000</u>

The actual gains and losses for the current year are recognised in the statement of financial activities. The cumulative amount of actuarial gains and losses recognised in the statement of financial activities since the adoption of FRS 17 is a £135,000 loss (2013 - £21,000 loss).

Changes in the present value of the defined benefit obligations are as follows:

	Defined benefit pension plans	
	2014	2013
	£	£
Defined benefit obligation	(437,000)	(360,000)
Current service cost	(47,000)	(39,000)
Contributions by scheme participants	(12,000)	(11,000)
Interest cost	(21,000)	(16,000)
Actuarial losses/(gains)	(143,000)	(11,000)
	<u>(660,000)</u>	<u>(437,000)</u>

Changes in the fair value of scheme assets are as follows:

	Defined benefit pension plans	
	2014	2013
	£	£
Fair value of scheme assets	309,000	225,000
Contributions by employer	44,000	38,000
Contributions by scheme participants	12,000	11,000
Expected return	20,000	12,000
Actuarial gains/(losses)	<u>29,000</u>	<u>23,000</u>
	<u>414,000</u>	<u>309,000</u>

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2014**

**19. PENSION AND SIMILAR OBLIGATIONS - continued**

The major categories of scheme assets as amounts of total scheme assets are as follows:

	Defined benefit pension plans	
	2014	2013
	£	£
Equities	295,000	223,000
Bonds	70,000	46,000
Property	41,000	31,000
Cash	8,000	9,000
	<u>414,000</u>	<u>309,000</u>

The expected return on assets were:

	at 31 August 2014	at 31 August 2013
	% p.a.	% p.a.
Equities	6.3%	6.6%
Bonds	3.4%	4.1%
Property	4.5%	4.7%
Cash	3.3%	3.6%

The expected return on assets is based on the long-term future expected investment return for each asset class.

The estimated value of employer contributions for the year ended 31 August 2015 is £48,000.

Principal actuarial assumptions at the balance sheet date (expressed as weighted averages)

	2014	2013
Discount rate	3.7%	4.6%
Future salary increases	4.5%	5.1%
Future pension increases	2.7%	2.8%
Inflation assumption (CPI)	2.9%	2%

The current mortality assumptions include sufficient allowance for future improvements in mortality rates. The assumed life expectations on retirement age 65 are:

	At 31 August 2014	At 31 August 2013
Current pensioners		
Males	22.3 years	21.3 years
Females	24.5 years	23.6 years
Future pensioners*		
Males	24.1 years	23.3 years
Females	26.9 years	25.5 years

\* Figures assume members aged 45 as at the last formal valuation date.

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2014**

**19. PENSION AND SIMILAR OBLIGATIONS - continued**

Amounts for the current and previous two periods are as follows:

	2014	2013	2012
	£	£	£
<b>Defined benefit pension plans</b>			
Defined benefit obligation	(660,000)	(437,000)	(360,000)
Fair value of scheme assets	414,000	309,000	225,000
Deficit	(246,000)	(128,000)	(135,000)
Experience adjustments on scheme liabilities	(24,000)	-	-
Experience adjustments on scheme assets	29,000	23,000	(11,000)

The sensitivity regarding the principal assumptions used to measure the scheme liabilities are set out below:

Change in assumption at 31 August 2014	Approximate % increase to Employer Liability	Approximate monetary amount (£000)
0.5% decrease in Real Discount Rate	13%	85
1 year increase in member life expectancy	3%	20
0.5% increase in the Salary Increase Rate	6%	40
0.5% increase in the Pension Increase Rate	6%	41

**20. RELATED PARTY DISCLOSURES**

Owing to the nature of the academy's operations and the composition of the board of trustees being drawn from local public and private sector organisations, transactions may take place with organisations in which the trust has an interest.

All transactions involving such organisations are conducted at arm's length / conducted at cost (from 7 November 2013) and in accordance with the trust's financial regulations, the Academies Financial Handbook and normal procurement procedures.

No related party transactions took place in the period of account

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

	2014	2013
	£	£
Net outgoing resources	(6,105)	(46,065)
Depreciation charges	44,703	20,302
Capital grants from DfE/EFA	(55,536)	(85,476)
Interest received	(207)	(471)
FRS 17 pension finance income	1,000	4,000
(Increase)/decrease in stocks	(306)	302
(Increase)/decrease in debtors	(9,004)	114,135
Increase in creditors	95,825	5,764
Difference between pension charge and cash contributions	3,000	1,000
<b>Net cash inflow from operating activities</b>	<b>73,370</b>	<b>13,491</b>

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2014**

**22. ANALYSIS OF CASH FLOWS FOR HEADINGS NETTED IN THE CASH FLOW STATEMENT**

	2014 £	2013 £
<b>Returns on investments and servicing of finance</b>		
Interest received	<u>207</u>	<u>471</u>
<b>Net cash inflow for returns on investments and servicing of finance</b>	<u><u>207</u></u>	<u><u>471</u></u>
 <b>Capital expenditure and financial investment</b>		
Purchase of tangible fixed assets	(11,479)	(168,707)
Capital grants from DfE/EFA	<u>55,536</u>	<u>85,476</u>
<b>Net cash inflow/(outflow) for capital expenditure and financial investment</b>	<u><u>44,057</u></u>	<u><u>(83,231)</u></u>

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

	At 1.9.13 £	Cash flow £	At 31.8.14 £
<b>Net cash:</b>			
Cash at bank and in hand	<u>131,223</u>	<u>117,634</u>	<u>248,857</u>
 <b>Total</b>	<u><u>131,223</u></u>	<u><u>117,634</u></u>	<u><u>248,857</u></u>