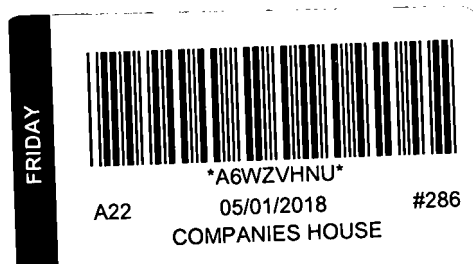


REGISTRAR COPY

**THE BOURTON MEADOW EDUCATION TRUST**  
(A company limited by guarantee)

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2017**



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**THE BOURTON MEADOW EDUCATION TRUST**  
**(A company limited by guarantee)**

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**THE BOURTON MEADOW EDUCATION TRUST**  
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE TRUST, ITS MEMBERS/ TRUSTEES AND ADVISERS**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

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<b>Members</b>	Mr A J MacGarvey Mr P J Fealey Mr L Harrison
<b>Trustees / Directors</b>	Mr M J Kitson, Executive Headteacher and Accounting Officer Mr P J Fealey Mrs C Conquest Mr L Harrison Mr A MacGarvey, Chief Executive Officer Mr A Pool
<b>Governors - Bourton Meadow</b>	Mrs P Croucher, Chairman Mr R Main, Headteacher (left 26 April 2017) Mrs L Berry, Acting Headteacher (from 20 November 2016) Mr S Rogers Mrs L Handley Mrs D Bowden Mrs L Dallaway Mr P Fealey Mrs A Jones, (left 10 February 2017) Mrs J Harte, (left 20 February 2017) Mr D Ingle, (left 20 February 2017) Mr B Boggie, (left 20 February 2017) Mr C A Rose, (left 01 March 2017) Mr M Foster, (left 31 March 2017) Mrs C Conquest Mrs A McGuigan
<b>Governors - George Grenville</b>	Mrs L Brown, Headteacher (left 20 November 2016) Mrs E Killick, Headteacher (from 20 November 2016) Mr S Townsend, Chair of Governors Mr K Harvey Mrs A Cameron Mr A Pool Mr P Williams Mr S Hendrickson, (left 27 February 2017) Mrs J Long Mrs H Venn Mrs V Tomopoulou Mr J Pepiatt, (left 26 June 2017)
<b>Governors - Lace Hill</b>	Mrs N Boyce, (from 04 May 2017) Mrs K Calve, (from 13 October 2016) Rev. T Edworthy Mr P Fealey Mr C Garlick, Chairman Mrs S Green, (from 04 May 2017) Mr G Griffiths, Head Teacher Mrs L Harper, (from 24 November 2016) Mr D Hoareau, (from 04 May 2017) Mrs G Hopkin

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE TRUST, ITS MEMBERS/ TRUSTEES AND ADVISERS**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

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**Trustees (continued)**

**Governors - Lace Hill  
(continued)**

Mr N Lodhia, (from 13 October 2016)  
Mr T Stephen, (from 30 September 2016)  
Mr P Williams, (from 13 October 2016)  
Mr P Zanna, (left 04 July 2017)

**Company registered  
number**

07867334

**Company name**

The Bourton Meadow Education Trust

**Principal and Registered  
office**

Bourton Meadow Education Trust  
Burleigh Piece  
Buckingham  
MK18 7HX

**Senior management  
team**

Bourton Meadow  
Mr Richard Main, Headteacher (left 26 April 2017)  
Mrs Lucy Berry, Acting Headteacher  
Mrs L Handley, Deputy Headteacher  
Mrs S Jones, Deputy Headteacher  
Mrs J Atherton, SEN Manager (left 5 December 2016)  
George Grenville  
Mrs Lucy Brown, Headteacher  
Mrs Emma Killick, Acting Headteacher  
Mrs Caroline Ryan, Acting Deputy Headteacher  
Lace Hill  
Mr Gareth Griffiths, Headteacher  
Mrs Alison Bradford, Senior Teacher

**Independent auditor**

MHA MacIntyre Hudson  
Chartered Accountants  
Statutory Auditors  
Peterbridge House  
The Lakes  
Northampton  
NN4 7HB

**Bankers**

Lloyds Bank Plc  
Lloyds Court  
28 Secklow Gate West  
Milton Keynes  
Buckinghamshire  
MK9 3EH

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE TRUST, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 AUGUST 2017**

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**Advisers (continued)**

<b>Solicitors</b>	Michelmores Woodwater House Pynes Hill Exeter EX2 5WR
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**THE BOURTON MEADOW EDUCATION TRUST**  
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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

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The Trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements of the charitable company for the year ended 31 August 2017. The annual report serves the purposes of both a trustees' report and a directors' report under company law.

The trust operates 3 primary academies for pupils aged 2 to 11 serving a catchment area that covers much of the town of Buckingham and the immediate surrounding area. Bourton Meadow has a pupil capacity of 630 with a 90 place nursery. In July 2017, there were 612 pupils in the school and 80 in the nursery. George Grenville has a pupil capacity of 210 with a 30 place nursery. In July 2017, there were 176 pupils in the school and 48 in the nursery. Lace Hill has a pupil capacity of 210 with a 30 place nursery. In July 2017, there were 97 pupils in the school and 45 in the nursery.

The trust also operates a Teacher Training Centre and in July 2017 there were 40 trainees.

**Structure, governance and management**

**CONSTITUTION**

The Bourton Meadow Educational Trust is a company limited by guarantee and an exempt charity.

The charitable company's Memorandum and Articles of Association are the primary governing documents of the Trust.

The Trustees of The Bourton Meadow Education Trust are also the Directors of the charitable company for the purposes of company law.

The charitable company is known as The Bourton Meadow Education Trust.

Details of the Trustees, Directors and Governors are included in the Reference and Administrative Details on page 1.

**MEMBERS' LIABILITY**

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

**GOVERNORS' INDEMNITIES**

The Trust has purchased insurance to cover Governors, Trustees and officers from claims arising from negligent acts, errors or omissions occurring whilst on Trust business. Details of the costs can be found in note 12 to the accounts.

**METHOD OF RECRUITMENT AND APPOINTMENT OR ELECTION OF GOVERNORS**

The Board of Directors is responsible for appointing Governors for Bourton Meadow Academy, George Grenville Academy and Lace Hill Academy except for parent Governors and staff Governors who are elected by a secret ballot. The term of office for any Governor shall be 4 years, save that this time limit shall not apply to the Headteacher and Executive Headteacher. Subject to remaining eligible to be a particular type of Governor, any Governor may be re-appointed or re-elected.

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**THE BOURTON MEADOW EDUCATION TRUST**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

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**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. An induction programme is available and will provide training on charity and educational, legal and financial matters. All new Governors will be given a tour of the respective academies 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. As there are normally only two or three new Governors a year, induction tends to be done informally and is tailored specifically to the individual.

**ORGANISATIONAL STRUCTURE**

During the initial period a unified management structure was introduced to help improve the way Bourton Meadow Education Trust is run. Since the transfer to BMET, the structure now consists of four levels: the Members, Trustees/Directors, the Local Governors and The Senior Management Teams. The aim of the management structure is to devolve responsibility and encourage involvement in decision making at all levels.

The Local Governors are responsible for setting general policy for each academy, adopting an annual plan and budget, monitoring the Academy by the use of budgets and making major decisions about the direction of their academy, capital expenditure and senior staff appointments.

The Senior Managers at all three academies control the Academy at an executive level implementing the policies laid down by their respective governing bodies and reporting back to them. Senior Managers are responsible for the authorisation of spending within agreed budgets and the appointment of staff, though the Headteacher is always appointed by the directors. Some spending control is devolved to members of the Management Team, with limits above which a Senior Manager must countersign.

**ARRANGEMENTS FOR SETTING PAY AND REMUNERATION OF KEY MANAGEMENT PERSONNEL**

The Trust has a detailed Pay Policy in place that outlines the processes and procedures that are used in setting the pay and remuneration of all staff within the Trust. The pay of the Executive Headteacher is determined annually by the directors of the Trust after a detailed performance review. A rigorous system of Performance Management is in place in each academy that is regularly reviewed and updated. There is a direct link between pay and performance and all staff are set clear objectives for their personal performance for the year. The performance management of the Headteachers of each academy is carried out by members of the respective Local Governing Body together with the Executive Headteacher. They set challenging targets for their academy as well as a trust-wide target. The Performance Management process is carefully reviewed annually and Headteachers provide local governing bodies with an annual report on the outcomes of the Performance Management cycle.

**RELATED PARTIES AND OTHER CONNECTED CHARITIES AND ORGANISATIONS**

At present, there are no significant related party relationships.

**RISK MANAGEMENT**

The Governors have assessed the major risks to which Bourton Meadow Academy, George Grenville Academy and Lace Hill Academy are exposed, in particular those relating to the 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, bullying and school trips) and in relation to the control of finance. They have introduced systems, including operational procedures (e.g. vetting of new staff and visitors, supervision of school grounds) and

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

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internal financial controls (see below) in order to minimise risk. Where significant financial risk still remains they have ensured they have adequate insurance cover. The Academies have an effective system of internal financial controls and this is explained in more detail in the Governance statement.

**Objectives and Activities**

**OBJECTS AND AIMS**

The principal object and activity of the charitable company, Bourton Meadow Educational Trust, is the operation of Bourton Meadow Academy, George Grenville Academy and Lace Hill Academy to provide an outstanding education for pupils of different abilities between the ages of 2 and 11 with an emphasis on an exciting, broad, balanced and creative curriculum.

**OBJECTIVES, STRATEGIES AND ACTIVITIES**

Bourton Meadow Academy, George Grenville Academy and Lace Hill Academy are all schools that we can justifiably feel proud of. They are vibrant, positive places to be. Our children become responsible citizens. They enjoy coming to school and are motivated by their successes. They are secure in the knowledge that we welcome their whole family and work with them as a team, with the welfare and education of each child being our focus.

Pupils enjoy a more "Creative Curriculum" and rise to the challenge of enquiry based learning. Monitoring systems are well organised to provide evidence of the impact that these developments have on children's learning. Staff, Headteachers and Governors have a positive, open minded approach to sharing good practice with other schools. Links with schools in the trust and beyond have led to rapid development. Development and improvement is continuous and constantly strived for.

In June 2013 OFSTED inspectors judged Bourton Meadow Academy to be "Outstanding" for the third time and we must now aim higher, therefore providing our pupils with the very best primary education we can. George Grenville Academy has not been inspected since it opened as an academy but we are confident that it is at least a good school and will soon join Bourton Meadow in being outstanding. George Grenville Academy's predecessor was judged as Requires Improvement by OFSTED and so it is a tremendous achievement for the school to be approaching outstanding. As a recently opened school, Lace Hill Academy has not yet been inspected but we are confident that at the present time, it would be judged as at least good. The Initial Teacher Training Centre is judged as outstanding by OFSTED and continues to produce outstanding new teachers.

The main areas of development for BMET during the year ended 31 August 2017 were:

- Prepare George Grenville Academy for an OFSTED inspection in the coming year;
- Continue the development and expansion of Lace Hill Academy and prepare it for an OFSTED inspection in the coming year;
- Consolidate the work of the Initial Teacher Training Centre so that it maintains its viability in an increasingly competitive market. This includes the link with Bedgrove Infant School, providing services for the Astra Alliance and developing the Assessment Only route;
- Continuing the development of Bourton Meadow Academy so that after a challenging time last year, the school returns to the high standard of performance it is known for;
- Developing the senior leadership of the Trust particularly in terms of their role in monitoring and evaluating the work of the academies;
- Working to promote the role of the trust in developing closer working links with schools in the town of Buckingham and vicinity; and
- Expand the trust through the merger with the Bicester trust and through other schools joining the newly merged trust.

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**THE BOURTON MEADOW EDUCATION TRUST**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

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The main areas for Bourton Meadow Academy to develop during the year ended 31 August 2017 are summarised below:

- To develop an effective subject leadership model;
- To refine and embed the academy assessment approach;
- To embed deep level learning;
- To increase the rate of progress across reading, writing and maths;
- To improve outcomes for identified children; and
- To foster key learning competencies for all children.

The main areas for George Grenville Academy to develop during the year ended 31 August 2017 are summarised below:

- To develop a robust system for performance management;
- To develop subject leaders' impact on progress;
- To embed the new assessment policy across the school;
- To ensure that marking and feedback supports progress;
- To further develop effective behaviour for learning across the school;
- To raise attendance in children classed as persistent absentees;
- To ensure children who join in year make good progress; and
- To diminish the difference in achievement between children eligible for pupil premium and other children.

The main areas for Lace Hill Academy to develop during the year ended 31 August 2017 are summarised below:

- To better self-evaluate the quality of education to ensure continued improvement;
- To improve the quality of teaching so all teachers are at least good and many are outstanding and to effectively use assessment information so that all pupils are enabled to make good progress and achieve well;
- To ensure assessment information is used for planning effective teaching and learning strategies and for the identification of pupils who need additional support;
- To embed a culture which promotes pupil welfare;
- To ensure pupils progress well from their starting points and achieve or exceed the standards expected for their age;
- To further develop EYFS practice and improve provision for pupils;
- To further enable pupils to thrive through deliberate and effective actions to promote SMSC;
- Develop the effectiveness of the Governing Body; and
- Continue the expansion of the Academy through KS2.

The overriding objectives of the Trust are:

- To ensure that every child enjoys the same high quality education in terms of resourcing, tuition and care;
- To provide value for money for the funds expended;
- To comply with all appropriate statutory and curriculum requirements;
- To maintain close links with industry and commerce; and
- To conduct the Academies' business in accordance with the highest standards of integrity, probity and openness.

The Trust's main strategy is encompassed in its mission statement which is 'To provide outstanding outcomes and lifelong learning skills for all'.

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

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To this end the activities provided include:

- To deliver outstanding teaching and learning;
- To lead by example in supporting and enriching the community;
- To provide outstanding teacher training and consultancy for the wider educational community;
- To provide and support CPD amongst staff to enhance performance;
- To provide excellence in the wrap around care facilities;
- To produce outstanding pupil value added; and
- To provide enhanced facilities.

**PUBLIC BENEFIT**

The Bourton Meadow Educational Trust promotes education for the benefit of the local community of Buckingham and offers recreational facilities to a variety of local community groups outside of school hours for the benefit of the general public. Community based projects are also undertaken throughout the year by staff and pupils which further enhances the public benefit.

**Strategic Report**

**ACHIEVEMENTS AND PERFORMANCE**

**Achievements and performance – Bourton Meadow Academy**

Bourton Meadow Academy is in its fifth period of operation and continues to achieve the forecast numbers of pupils. The Academy also operates a Nursery taking rising 3's up to school age. 2016-17 has been a challenging year for the school due to some serious staffing issues that had to be resolved. For a time, this had a negative impact on the staff and the school and some key staffing decisions had to be made at short notice. However, with effective support from the trust, the school recovered well from these events and is now fully recovered and is making rapid progress. The staffing changes have resulted in a much stronger staff than the school previously had and this bodes well for future outcomes.

Examination results for 2017 continue to be strong in most areas, particularly in terms of progress. Results at the end of Key Stage 2 showed a big improvement on the previous year both in terms of attainment and progress and this is testament to the work the staff put in towards the end of the year and the initiatives they introduced.

**Early Years Foundation Stage**

68% of pupils have achieved a 'good level of development' compared to 69% nationally. This is slightly down from last year's Bourton Meadow figure of 70% which reflects the change in the level of development on intake. The EYFSP average score was 34.5 which was identical to last year's figure and much the same as the national figure.

**Phonics**

78% of pupils achieved the expected standard in phonics compared with a national figure of 81%. This is slightly down from last year when it was 85%.

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

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Key Stage 1 - The figures in the brackets represent the national average.

73% (76%) of children achieved the expected level in Reading compared with 74% last year, 54% (68%) achieved it in Writing compared with 65% last year and 73% (75%) achieved it in Maths compared with 73% last year. 36% of children exceeded the expected level in Reading, 27% in writing and 37% in Maths. The school has recognised the lower attainment in writing and is addressing this. However, the school's own data shows that most pupils continue to make good progress in Key Stage 1. For example, 86% made expected progress or better in Reading, 76% in writing and 81% in Maths. The school is pleased with these results although it is aiming to do even better in the future.

Key Stage 2

Results at the end of Key Stage 2 were much stronger last year compared with the previous year although the school still feels that there is room for further improvement. This reflects well on the additional support that the school provided to pupils in year 6. 73% of pupils achieved the expected level in writing with 85% achieving it in reading and 82% in maths. 36% of pupils exceeded the expected level in reading with 27% doing so in writing and 38% in maths. These results are a significant improvement on last year.

In terms of progress, the school has concerns about how the DfE measures progress from KS1 to KS2. This has led to some contradictory evidence on progress. The DfE's data suggests that progress in Reading and Maths is in line with national figures but that progress in writing is below national expectations. The school's own data suggests that writing progress is better than progress in Reading or Maths. Consequently, the progress data needs to be treated with caution. Average scale scores at 106.8 for Reading and Maths are above national figure of 104.2.

In Years 3, 4 and 5, progress is mixed mainly because the school is still trying to get to grips with the new assessment system.

Disadvantaged pupils performed in line with all other pupils. The school is looking at strategies to address any possible weakness in all core subjects.

**Achievements and performance – George Grenville Academy**

George Grenville Academy has completed another year as a member of the trust and numbers are now higher than they have been for many years. The school is rising in popularity and is now recognised locally for the good work it does. Results are varied because of the types of cohorts the school has but progress is almost always good.

Foundation Stage

68% of children achieved a 'good level of development' in the Early Years which is 1% higher than last year. The national figure this year is 69%. The EYFSP average score was 37.9 compared with a national figure of 34.5. This last figure seems high and the school is aware of this and is looking into it.

Phonics

64% achieved the expected standard in phonics which is down from last year. This year, the national figure was 81%. The lower figure this year mainly reflects the cohort.

Key Stage 1

77% of pupils achieved the expected level in reading, 73% in maths and 59% achieving it in writing – these are much improved results compared with last year and are in line with national expectations. The number of pupils exceeding the expected levels was also much improved. 38% of pupils exceeded the expected level in reading, 14% exceeded it in writing with 27% exceeding it in maths. Progress data shows that almost all pupils are making expected progress with many exceeding it.

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**THE BOURTON MEADOW EDUCATION TRUST**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

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Key Stage 2

The new assessment arrangements are still being implemented across the country and therefore should still be treated with some caution. However, the school once again achieved good results from its pupils. 63% of pupils achieved the expected level in reading, 70 % achieved it in writing with 70% achieving it in maths. These figures are close to national figures. The average scaled score of 102.6 in reading and 103.5 is also close to national figures.

In terms of progress, the school's data shows that most pupils made expected progress in all subjects. Overall, these are good results, if not quite as strong as last year, and the school continues to perform well.

**Achievements and performance – Lace Hill Academy**

Lace Hill Academy has now been open for two years and now most of the building issues have been resolved. It continues to expand and now takes pupils through to Year 5. At the end of the year there were 97 pupils in the main school with 45 in the nursery. Numbers in September 2017 are expected to be 132 with 31 in the Nursery. The school is popular with families and numbers are growing to the extent that some year groups are full. The school has done well in developing a curriculum from scratch and in establishing all the practices and procedures necessary to run a school. In moving forward, the school is confident that it will continue to grow and that it will have a successful Ofsted inspection when it arrives.

Foundation Stage

71% of children in the Reception class achieved a good level of development at the end of the year compared with 71% last year. Given that this was a more challenging cohort, this is a good result and is line with last year's national figures. The EYFSP average score was 36.4, down slightly from last year but still higher than last year's national figure of 34.3. The school's own tracking of pupil progress suggests that pupils are making good progress.

Year 1 Phonics

81.8% of pupils achieved the required level in Phonics compared with a figure of 87.5% last year and a national figure of 81% this year.

Key Stage 1

This year, there was a much larger cohort of 17 pupils. Under the new assessment arrangements, 77% of pupils achieved the expected level in reading, 58.8% achieved that level in maths and 71% achieved it in writing. In terms of the percentages exceeding the expected level, it was 24% in reading, 12% in writing and 35% in maths. The school is aware of the lower score in maths and has plans in place to address this. The school's own data shows that most pupils are making at least good progress.

Year 3 and 4

Whilst there is no national data for these year groups, the school's own data shows that most of these pupils are making at least good progress.

**KEY PERFORMANCE INDICATORS**

The Academy Trust uses a number of financial key performance indicators to monitor financial success of the Academy Trust and progress/improvement against the targets set.

Staffing costs are monitored as a percentage of total income. At Bourton Meadow Academy, for the period ended 31 August 2017 staffing costs amounted to 78.6% of total non capital income. At George Grenville Academy for the period ended 31 August 2017 staffing costs amounted to 82.0% of total non capital income. At Lace Hill Academy for the period ended 31 August 2017 staffing costs amounted to 66.1% of total non capital income. For Lace Hill, the lower figure is because of the continuing costs of equipping a new school.

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

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The Academy Trust also monitors its operating surplus or deficit as a percentage of total income. For the period ended 31 August 2017 the operating surplus equated to 0.8% of total income (excluding LGPS and restricted fixed asset funds).

The Academy Trust also uses a number of non-financial key performance indicators to monitor its performance. These include:

- Outcomes for pupils in the Early Years are at least good compared with national and regional figures;
- KS1 achievements exceed regional and national percentages with at least good progress across the key stage;
- KS2 achievements exceed regional and national percentages with at least good progress across the key stage; and
- Pupil attendance rates are significantly higher than national figures— for the year ended 31 August 2017 pupil attendance was 96.9% at Bourton Meadow Academy, 95.7% at George Grenville Academy and 97.0% at Lace Hill Academy.

**GOING CONCERN**

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

**RESERVES POLICY**

The Trustees review the reserve levels of the Trust annually. This review encompasses the nature of income and expenditure streams, the need to match income with commitments and the nature of reserves. The Trust's current level of free reserves (total funds less the amount held in fixed assets and restricted funds) is £241,207. The Trust intends to continue building up free reserves to continue strengthening its resource position.

**INVESTMENT POLICY**

The Trust continuously reviews and updates its investment policy with surplus cash funds being held in a deposit account in a high street bank.

**PRINCIPAL RISKS AND UNCERTAINTIES**

Through the Trust's risk management procedures, it has considered its principal risks and uncertainties and planned mitigating action wherever possible. The principal risks and uncertainties identified by the Board of Trustees are:

- Change in Government funding regime – the Trust receives 71% of its income from Government agencies; and
- Reduction in pupil numbers either through competition or a damaged reputation/falling standards – Bourton Meadow Academy prides itself on the OFSTED grading from its 2013 inspection as which rated it as Outstanding, and recognises the importance of maintaining these standards. The significant improvements in George Grenville Academy have made this school more attractive to parents and numbers have significantly increased. Similarly, since it opened, Lace Hill Academy has provided a good education to its pupils and we are confident in the outcomes for pupils.

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

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Key controls that the Academy has in place to mitigate these risks include:

- Attendance at Government funding agency conferences and participation in focus groups to keep up to date with and influence as far as possible Trust funding methodology;
- Appropriate organisational structure with several tiers of review; and
- Internal quality assurance reviews and self-assessments.

**FUTURE DEVELOPMENTS**

The main aim of the Trust is to support and develop the education of all children within the Buckingham community. The Trust will continue striving to improve the levels of performance of children within the trust at all levels and will continue its efforts to ensure all its pupils leave their school having reached their maximum potential. However, the trust realises that in order to be truly effective in doing this it needs to be larger to provide it with more economies of scale. Therefore, the trust is actively looking to expand by merging with another local trust and directors have publicly announced this.

As part of these expansion plans, the Trust aims in the future to provide school improvement services to other schools but will only do so in a way that does not jeopardise the achievement of pupils in the Trust's own schools. George Grenville Academy became part of the trust on February 1st 2015 and Lace Hill Academy opened as part of the Trust on September 1st 2015. These schools are now at a level comparable with Bourton Meadow and so we feel we are now in a stronger position to begin to support other schools. We have expanded the role of our Initial Teacher Training Centre so that we now act as the provider for other lead schools, we accredit teachers through the Assessment Only route and we plan to deliver training for other Teacher Training institutions. We now want to consolidate this work of the Initial Teacher Training Centre to ensure its continuing viability. This is partly because one of our lead schools will not be working with us from September 2018. Any further expansion of the Trust will only be in accordance with the clearly stated vision of the Trust.

**FUNDS HELD AS CUSTODIAN**

The Academy holds no funds as custodian trustee on behalf of others.

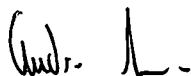
**DISCLOSURE OF INFORMATION TO AUDITOR**

Insofar as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustees have taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

MHA MacIntyre Hudson are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

The Trustees' report was approved by order of the board of trustees, as the company directors, on 15 December 2017 and signed on its behalf by:



Mr A J MacGarvey  
Chair of Trustees

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**THE BOURTON MEADOW EDUCATION TRUST**  
**(A company limited by guarantee)**

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**GOVERNANCE STATEMENT**

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**SCOPE OF RESPONSIBILITY**

As trustees, we acknowledge we have overall responsibility for ensuring that The Bourton Meadow Education Trust 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 board of trustees has delegated the day-to-day responsibility to the Executive Headteacher, as Accounting Officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreement between The Bourton Meadow Education Trust and the Secretary of State for Education. They are also responsible for reporting to the board of trustees any material weaknesses or breakdowns in internal control.

**GOVERNANCE STATEMENT**

The directors of The Bourton Meadow Education Trust ensure that there is appropriate financial expertise on each Local Governing Body as well as at director level. There are many checks in place to ensure that the trust is appropriately managed and that it is effective in controlling the resources at its disposal.

**GOVERNANCE**

The information on governance included here supplements that described in the Trustees' report and in the Statement of Trustees' responsibilities. The board of trustees has formally met 7 times during the year. Attendance during the year at meetings of the board of trustees was as follows:

Trustee	Meetings attended	Out of a possible
Mr M J Kitson, Executive Headteacher and Accounting Officer	7	7
Mr P J Fealey	6	7
Mrs C Conquest	7	7
Mr L Harrison	7	7
Mr A MacGarvey, Chief Executive Officer	6	7
Mr A Pool	4	7

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**THE BOURTON MEADOW EDUCATION TRUST**  
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**GOVERNANCE STATEMENT (continued)**

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**Bourton Meadow Academy:**

Attendance during the year at meetings of the Local Governing Body of Bourton Meadow Academy was as follows:

	Meetings attended	Out of a possible
Mrs P Croucher	5	5
Mr S Rogers	5	5
Mr R Main	1	3
Mrs L Berry	4	5
Mrs L Handley	6	6
Mrs D Bowden	4	5
Mrs L Dallaway	3	5
Mr P Fealey	3	5
Mrs A Jones	2	2
Mrs J Harte	2	2
Mr D Ingle	2	2
Mr B Boggie	4	5
Mr C A Rose	2	3
Mr M Foster	2	3
Mrs C Conquest	4	5
Mrs A McGuigan	5	5

The Finance, Personnel and Pay Review Committee is a sub-committee of the main board of the governors of Bourton Meadow Academy. Its purpose is to monitor the financial position of the academy and the trust and support staffing plans. This financial period has concentrated on consolidating the financial position at a time of falling budgets.

Attendance at meetings in the year was as follows:

Finance & Pay Committee	Meetings attended	Out of a possible
Mr R Main	1	4
Mr S Rogers	4	5
Mr D Ingle	2	2
Mr B Boggie	5	5
Mrs L Dallaway	4	5
Mrs A McGuigan	4	5
Mr C A Rose	1	3
Mrs L Berry	4	4
Personnel	Meetings attended	Out of a possible
Mrs C Conquest	5	5
Mrs A McGuigan	5	5
Mrs P Croucher	5	5
Mrs L Berry	3	3
Mrs A Jones	2	2
Mr R Main	1	4
Mrs J Hearte	2	2

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**THE BOURTON MEADOW EDUCATION TRUST**  
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**GOVERNANCE STATEMENT (continued)**

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George Grenville Academy:

Attendance during the year at meetings of the Local Governing Body of George Grenville Academy was as follows:

	Meetings attended	Out of a possible
Mrs L Brown	1	1
Mrs E Killick	6	6
Mr S Townsend	6	6
Mr K Harvey	6	6
Mrs A Cameron	5	6
Mr S Hendrickson	4	4
Mr A Pool	6	6
Mrs H Venn	5	6
Mrs J Long	6	6
Mr P Williams	5	6
Mrs V Tomopolou	5	6
Mr J Pepiatt	4	6

The Finance, Personnel and Pay Review Committee is a sub-committee of the main board of the governors of George Grenville Academy. Its purpose is to monitor the financial position of the academy and the trust and support staffing plans. This financial period has concentrated on establishing robust financial reporting and procedure for the academy and the trust since conversion.

Attendance at meetings in the year was as follows:

	Meetings attended	Out of a possible
Mr S Townsend	5	5
Mr K Harvey	5	5
Mrs L Brown	1	1
Mrs E Killick	5	5
Mrs V Tomopolou	2	5
Mr J Pepiatt	2	5

Lace Hill Academy:

Attendance during the year at meetings of the Local Governing Body of Lace Hill Academy was as follows:

	Meetings attended	Out of a possible
Mrs N Boyce	1	2
Mrs K Calve	2	2
Rev. T Edworthy	4	5
Mr P Fealey	3	5
Mr C Garlick	5	5
Mrs S Green	2	2
Mr G Giffiths	5	5
Mrs L Harper	5	5
Mr D Hoareau	1	2
Mrs G Hopkin	4	5
Mr N Lodhia	5	5
Mr T Stephen	0	0
Mr P Williams	5	5
Mr P Zanna	1	2

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**THE BOURTON MEADOW EDUCATION TRUST**  
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**GOVERNANCE STATEMENT (continued)**

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The Finance, Personnel and Pay Review Committee is a sub-committee of the main board of the governors of Lace Hill Academy. Its purpose is to monitor the financial position of the academy and the trust and support staffing plans. This financial period has concentrated on establishing robust financial reporting and procedure for the academy and the trust since conversion.

Attendance at meetings in the year was as follows:

	Meetings attended	Out of a possible
Mr N Lodhia	3	3
Mr C Garlick	3	3
Mr G Griffiths	2	3
Mr P Williams	1	1

**REVIEW OF VALUE FOR MONEY**

As Accounting Officer, the Executive Headteacher has responsibility for ensuring that the Trust delivers good value in the use of public resources. The Accounting Officer understands that value for money refers to the educational and wider societal outcomes achieved in return for the taxpayer resources received.

The Accounting Officer considers how the Trust's use of its resources has provided good value for money during each academic year, and reports to the board of trustees where value for money can be improved, including the use of benchmarking data where appropriate. The Accounting Officer for the Trust has delivered improved value for money during the year by:

- The purchase of services as a trust rather than by individual academies, thereby achieving economies of scale;
- Carrying out in depth budget reviews in order to remove any unnecessary items; and
- Tightening up on budget control during the year.

**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 Trust 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 The Bourton Meadow Education Trust for the year 1 September 2016 to 31 August 2017 and up to the date of approval of the annual report and financial statements.

**CAPACITY TO HANDLE RISK**

The board of trustees has reviewed the key risks to which the Trust is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The board of trustees is of the view that there is a formal ongoing process for identifying, evaluating and managing the Trust's significant risks, that has been in place for the year 1 September 2016 to 31 August 2017 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the board of trustees.

**THE RISK AND CONTROL FRAMEWORK**

The Trust's system of internal financial control is based on a framework of regular management information and administrative procedures including the segregation of duties and a system of delegation and accountability. In particular, it includes:

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**THE BOURTON MEADOW EDUCATION TRUST**  
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**GOVERNANCE STATEMENT (continued)**

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- comprehensive budgeting and monitoring systems with an annual budget and periodic financial reports which are reviewed and agreed by the board of trustees;
- regular reviews by the Finance, Personnel and Pay Review Committee of reports which indicate financial performance against the forecasts and of major purchase plans, capital works and expenditure programmes;
- setting targets to measure financial and other performance;
- clearly defined purchasing (asset purchase or capital investment) guidelines.
- delegation of authority and segregation of duties;
- identification and management of risks.

The board of trustees has considered the need for a specific internal audit function and has decided not to appoint an internal auditor. However, the Trustees have appointed MHA MacIntyre Hudson, the external auditor, to perform additional checks.

The auditor's role includes giving advice on financial matters and performing a range of checks on the Trust's financial systems. In particular the checks carried out in the current period included:

- testing of payroll systems;
- testing of purchase and expense systems;
- testing of control account/ bank reconciliations; and
- testing of income systems.

On an annual basis, the auditor reports to the board of trustees through the audit committee on the operation of the systems of control and on the discharge of the board of trustees' financial responsibilities.

**REVIEW OF EFFECTIVENESS**

As Accounting Officer, the Executive Headteacher has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by:

- the work of the external auditor;
- the financial management and governance self-assessment process;
- the work of the executive managers within the Trust who have responsibility for the development and maintenance of the internal control framework.

The Accounting Officer has been advised of the implications of the result of their review of the system of internal control by the Finance, Personnel and Pay Review Committee and a plan to address weaknesses and ensure continuous improvement of the system is in place.

Approved by order of the members of the board of trustees on 15 December 2017 and signed on their behalf, by:



Mr A J MacGarvey  
Chair of Trustees



Mr M J Kitson  
Accounting Officer

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**THE BOURTON MEADOW EDUCATION TRUST**  
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**STATEMENT ON REGULARITY, PROPRIETY AND COMPLIANCE**

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As Accounting Officer of The Bourton Meadow Education Trust I have considered my responsibility to notify the academy trust board of trustees and the Education and Skills Funding Agency (ESFA) of material irregularity, impropriety and non-compliance with ESFA terms and conditions of funding, under the funding agreement in place between the academy trust and the Secretary of State for Education. As part of my consideration I have had due regard to the requirements of the Academies Financial Handbook 2016.

I confirm that I and the academy trust board of trustees 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 2016.

I confirm that no instances of material irregularity, impropriety or funding non-compliance have been discovered to date. If any instances are identified after the date of this statement, these will be notified to the board of trustees and ESFA.



Mr M J Kitson  
**Accounting Officer**

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**THE BOURTON MEADOW EDUCATION TRUST**  
**(A company limited by guarantee)**

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**STATEMENT OF TRUSTEES' RESPONSIBILITIES**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

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The Trustees (who act as governors of The Bourton Meadow Education Trust and are also the 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 the Annual Accounts Direction issued by the Education and Skills Funding Agency, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees 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 its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP 2015 and the Academies Accounts Direction 2016 to 2017;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 charitable company will continue in business.

The Trustees 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.

The Trustees are responsible for ensuring that in its conduct and operation the charitable company applies financial and other controls, which conform with the requirements both of propriety and of good financial management. They are also responsible for ensuring grants received from ESFA/DfE have been applied for the purposes intended.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company'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 board of trustees on 15 December 2017 and signed on its behalf by:



Mr A J MacGarvey  
Chair of Trustees

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**THE BOURTON MEADOW EDUCATION TRUST**  
**(A company limited by guarantee)**

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**INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF THE BOURTON MEADOW EDUCATION TRUST**

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**OPINION**

We have audited the financial statements of The Bourton Meadow Education Trust for the year ended 31 August 2017 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', the Charities SORP 2015 and the Academies Accounts Direction 2016 to 2017 issued by the Education and Skills Funding Agency.

This report is made solely to the trust'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 trust'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 trust and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the Trust's affairs as at 31 August 2017 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 requirements of the Companies Act 2006, the Charities SORP 2015 and the Academies Accounts Direction 2016 to 2017 issued by the Education and Skills Funding Agency.

**BASIS OF OPINION**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Trust in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**CONCLUSIONS RELATING TO GOING CONCERN**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Trust ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

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**THE BOURTON MEADOW EDUCATION TRUST**  
**(A company limited by guarantee)**

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**INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF THE BOURTON MEADOW EDUCATION TRUST**

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**OTHER INFORMATION**

The Trustees are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditor's report thereon. Our opinion on the financial statements does not cover the information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report and the Strategic report have been prepared in accordance with applicable legal requirements.

**MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

In the light of our knowledge and understanding of the Trust and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which 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' remunerations specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**RESPONSIBILITIES OF TRUSTEES**

As explained more fully in the Trustees' responsibilities statement set out on page 19, the Trustees (who are also the directors of the Trust 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, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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**THE BOURTON MEADOW EDUCATION TRUST**  
(A company limited by guarantee)

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**INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF THE BOURTON MEADOW EDUCATION TRUST**

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In preparing the financial statements, the Trustees are responsible for assessing the Trust's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Trust or to cease operations, or have no realistic alternative but to do so.

**AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). The description forms part of our Auditor's report.



Rebecca Hughes BSc(Hons) FCCA (Senior Statutory Auditor)

for and on behalf of

**MHA MacIntyre Hudson**

Chartered Accountants  
Statutory Auditors

Peterbridge House  
The Lakes  
Northampton  
NN4 7HB

Date:

20 December 2017

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**THE BOURTON MEADOW EDUCATION TRUST**  
**(A company limited by guarantee)**

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**INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO THE  
BOURTON MEADOW EDUCATION TRUST AND THE EDUCATION AND SKILLS FUNDING AGENCY**

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In accordance with the terms of our engagement letter dated 20 September 2017 and further to the requirements of the Education and Skills Funding Agency (ESFA) as included in the Academies Accounts Direction 2016 to 2017, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by The Bourton Meadow Education Trust during the year 1 September 2016 to 31 August 2017 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 The Bourton Meadow Education Trust and the ESFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to The Bourton Meadow Education Trust and the ESFA 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 The Bourton Meadow Education Trust and the ESFA, for our work, for this report, or for the conclusion we have formed.

**RESPECTIVE RESPONSIBILITIES OF THE BOURTON MEADOW EDUCATION TRUST'S ACCOUNTING  
OFFICER AND THE REPORTING ACCOUNTANT**

The Accounting Officer is responsible, under the requirements of The Bourton Meadow Education Trust's funding agreement with the Secretary of State for Education dated 8 February 2013, and the Academies Financial Handbook extant from 1 September 2016, 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 2016 to 2017. 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 year 1 September 2016 to 31 August 2017 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 2016 to 2017 issued by the ESFA. 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 matters 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 Trust's income and expenditure.

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**THE BOURTON MEADOW EDUCATION TRUST**  
(A company limited by guarantee)

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**INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO THE  
BOURTON MEADOW EDUCATION TRUST AND THE EDUCATION AND SKILLS FUNDING AGENCY**  
(continued)

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The work undertaken to draw our conclusion includes:

- Reviewing the minutes of meetings of the board of trustees and other evidence made available to us, relevant to our consideration of regularity;
- A review of the objectives and activities of the academy, with reference to the income streams and other information available to us as auditors of the Academy;
- Testing a sample of payroll payments to staff;
- Testing a sample of payments to suppliers and other third parties;
- Testing a sample of grants received and other income streams;
- Evaluating the internal control procedures and reporting lines, and testing as appropriate; and
- Making appropriate enquiries of the Accounting Officer.

**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 year 1 September 2016 to 31 August 2017 have not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

*MHA MacIntyre Hudson*

**MHA MacIntyre Hudson**

Chartered Accountants

Peterbridge House  
The Lakes  
Northampton  
NN4 7HB

Date: *20 December 2017*

**THE BOURTON MEADOW EDUCATION TRUST**  
**(A company limited by guarantee)**

**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

	Note	Unrestricted funds 2017 £	Restricted general funds 2017 £	Restricted fixed asset funds 2017 £	Total funds 2017 £	Total funds 2016 £
<b>INCOME FROM:</b>						
Donations and capital grants	2	21,158	109,504	41,290	171,952	6,700,295
Charitable activities:						
Funding for the academy trust's educational operations	5	-	3,843,400	-	3,843,400	3,514,059
Other trading activities	3	376,449	94,661	-	471,110	520,572
Investments	4	3,410	-	-	3,410	1,702
Teaching school		-	277,345	-	277,345	329,479
<b>TOTAL INCOME</b>		<b>401,017</b>	<b>4,324,910</b>	<b>41,290</b>	<b>4,767,217</b>	<b>11,066,107</b>
<b>EXPENDITURE ON:</b>						
Raising funds		386,407	241,003	-	627,410	750,922
Charitable activities:						
Academy trust educational operations		(125,829)	4,437,122	369,725	4,681,018	4,151,803
<b>TOTAL EXPENDITURE</b>	6	<b>260,578</b>	<b>4,678,125</b>	<b>369,725</b>	<b>5,308,428</b>	<b>4,902,725</b>
<b>NET INCOME / (EXPENDITURE) BEFORE TRANSFERS</b>		<b>140,439</b>	<b>(353,215)</b>	<b>(328,435)</b>	<b>(541,211)</b>	<b>6,163,382</b>
Transfers between Funds	17	(11,671)	(54,565)	66,236	-	-
<b>NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<b>128,768</b>	<b>(407,780)</b>	<b>(262,199)</b>	<b>(541,211)</b>	<b>6,163,382</b>
Actuarial gains/(losses) on defined benefit pension schemes	19	-	103,000	-	103,000	(818,000)
<b>NET MOVEMENT IN FUNDS</b>		<b>128,768</b>	<b>(304,780)</b>	<b>(262,199)</b>	<b>(438,211)</b>	<b>5,345,382</b>
<b>RECONCILIATION OF FUNDS:</b>						
Total funds brought forward		238,268	(1,324,384)	12,444,504	11,358,388	6,013,006
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>367,036</b>	<b>(1,629,164)</b>	<b>12,182,305</b>	<b>10,920,177</b>	<b>11,358,388</b>

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**THE BOURTON MEADOW EDUCATION TRUST****(A company limited by guarantee)****REGISTERED NUMBER: 07867334**

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**BALANCE SHEET  
AS AT 31 AUGUST 2017**

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	Note	£	2017 £	£	2016 £
<b>FIXED ASSETS</b>					
Tangible assets	13		12,137,746		12,299,179
<b>CURRENT ASSETS</b>					
Debtors	14	140,568		247,086	
Cash at bank and in hand		858,754		739,746	
		<u>999,322</u>		<u>986,832</u>	
<b>CREDITORS: amounts falling due within one year</b>	15	<u>(418,891)</u>		<u>(291,623)</u>	
<b>NET CURRENT ASSETS</b>			<u>580,431</u>		<u>695,209</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>12,718,177</u>		<u>12,994,388</u>
<b>CREDITORS: amounts falling due after more than one year</b>	16		<u>(15,000)</u>		<u>-</u>
<b>NET ASSETS EXCLUDING PENSION SCHEME LIABILITIES</b>			<u>12,703,177</u>		<u>12,994,388</u>
Defined benefit pension scheme liability	19		<u>(1,783,000)</u>		<u>(1,636,000)</u>
<b>NET ASSETS</b>			<u><u>10,920,177</u></u>		<u><u>11,358,388</u></u>

**THE BOURTON MEADOW EDUCATION TRUST**  
**(A company limited by guarantee)**

**BALANCE SHEET (continued)**  
**AS AT 31 AUGUST 2017**

	Note	£	2017 £	£	2016 £
<b>FUNDS OF THE ACADEMY TRUST</b>					
Fixed asset fund:					
Restricted income funds	17	153,836		311,616	
Restricted fixed asset funds	17	12,182,305		12,444,504	
Restricted income funds excluding pension liability		12,336,141		12,756,120	
Pension reserve	19	(1,783,000)		(1,636,000)	
Total fixed asset fund			10,553,141		11,120,120
Unrestricted income funds	17		367,036		238,268
<b>TOTAL FUNDS</b>			<b>10,920,177</b>		<b>11,358,388</b>

The financial statements on pages 25 to 53 were approved by the Trustees, and authorised for issue, on 15 December 2017 and are signed on their behalf, by:



Mr A J MacGarvey  
**Chair of Trustees**

**THE BOURTON MEADOW EDUCATION TRUST**  
**(A company limited by guarantee)**

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

	<b>Note</b>	<b>2017 £</b>	<b>2016 £</b>
<b>Cash flows from operating activities</b>			
Net cash provided by operating activities	21	<u>258,485</u>	<u>99,842</u>
<b>Cash flows from investing activities:</b>			
Dividends, interest and rents from investments		3,410	1,702
Purchase of tangible fixed assets		(183,189)	(695,109)
Capital grants from DfE/ESFA		21,512	158,575
<b>Net cash used in investing activities</b>		<u>(158,267)</u>	<u>(534,832)</u>
<b>Cash flows from financing activities:</b>			
Repayments of borrowings		(6,210)	(1,210)
Cash inflows from new borrowing		25,000	-
<b>Net cash provided by/(used in) financing activities</b>		<u>18,790</u>	<u>(1,210)</u>
<b>Change in cash and cash equivalents in the year</b>		<u>119,008</u>	<u>(436,200)</u>
Cash and cash equivalents brought forward		739,746	1,175,946
<b>Cash and cash equivalents carried forward</b>	22	<u><u>858,754</u></u>	<u><u>739,746</u></u>

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**THE BOURTON MEADOW EDUCATION TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

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**1. ACCOUNTING POLICIES**

A summary of the principal accounting policies adopted (which have been applied consistently, except where noted), judgments and key sources of estimation uncertainty, is set out below.

**1.1 Basis of preparation of financial statements**

The financial statements of the academy trust, which is a public benefit entity under FRS 102, have been prepared under the historical cost convention in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102), the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)), the Academies Accounts Direction 2016 to 2017 issued by ESFA, the Charities Act 2011 and the Companies Act 2006.

The Bourton Meadow Education Trust constitutes a public benefit entity as defined by FRS 102.

**1.2 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 trust to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the academy trust has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the academy trust's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

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**THE BOURTON MEADOW EDUCATION TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

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**1. ACCOUNTING POLICIES (continued)**

**1.3 Income**

All income is recognised once the Trust has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

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 period 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 Statement of Financial Activities in the year for which it is receivable and any abatement in respect of the period is deducted from income and recognised as a liability.

Capital grants are recognised when there is entitlement 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.

Sponsorship income provided to the Trust which amounts to a donation is recognised in the Statement of Financial Activities in the period in which it is receivable, where receipt is probable and it is measurable.

Where the donated good is a fixed asset it is measured at fair value, unless it is impractical to measure this reliably, in which case the cost of the item to the donor should be used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset category and depreciated over the useful economic life in accordance with the academy trust's accounting policies.

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

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

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**THE BOURTON MEADOW EDUCATION TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

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**1. ACCOUNTING POLICIES (continued)**

**1.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Trust to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities are costs incurred on the Trust's educational operations, including support costs and those costs relating to the governance of the Trust appointed to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

**1.5 Tangible fixed assets and depreciation**

All assets costing more than £2,000 are capitalised 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. Where there are specific conditions attached to the funding requiring the continued use of the asset, 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 the relevant assets is charged directly to the restricted fixed asset fund in the Statement of Financial Activities. Where tangible fixed assets have been acquired with unrestricted funds, depreciation on such assets is charged to the unrestricted fund.

Depreciation is provided on all tangible fixed assets other than freehold land, at rates calculated to write off the cost of these assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	-	2% straight line
Long-term leasehold property	-	0.8% - 16% straight line
Plant and machinery	-	6.66%/ 25% straight line
Office equipment	-	20% straight line
Computer equipment	-	33.3% straight line

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.

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**THE BOURTON MEADOW EDUCATION TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

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**1. ACCOUNTING POLICIES (continued)**

**1.6 Agency arrangements**

The trust acts as an agent in distributing 16-19 bursary funds from ESFA. Payments received from ESFA and subsequent disbursements to students are excluded from the statement of financial activities as the trust does not have control over the charitable application of the funds. The trust can use up to 5% of the allocation towards its own administration costs and this is recognised in the statement of financial activities. The funds received and paid and any balances held are disclosed in note 25.

**1.7 Liabilities**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Trust anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

**1.8 Provisions**

Provisions are recognised when the Academy Trust has an obligation at the reporting date as a result of a past event which it is probable will result in the transfer of economic benefits and the obligation can be estimated reliably.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

**1.9 Leased assets**

Rentals under operating leases are charged to the Statement of financial activities incorporating income and expenditure account on a straight line basis over the lease term.

**1.10 Taxation**

The academy trust 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 trust is potentially exempt from taxation in respect of income or capital gains received within categories covered by part 11, chapter 3 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.

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**THE BOURTON MEADOW EDUCATION TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

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**1. ACCOUNTING POLICIES (continued)**

**1.11 Pension benefits**

Retirement benefits to employees of the academy trust are provided by the Teachers' Pension Scheme ("TPS") and the Local Governments Pension Scheme ("LGPS"). These are defined benefit schemes.

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 Trust 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 quadrennial valuations using a prospective unit credit method. As stated in note 19, the TPS is a multi-employer scheme and there is insufficient information available to use defined benefit accounting. The TPS is therefore treated as a defined contribution scheme for accounting purposes and the contributions recognised in the period to which they relate.

The LGPS is a funded scheme and the assets are held separately from those of the academy trust 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 credit 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 the costs of scheme introductions, benefit changes, settlements and curtailments. They are included as part of staff costs as incurred. Net interest on the net defined benefit liability/asset is also recognised in the Statement of Financial Activities incorporating income and expenditure account and comprises the interest cost on the defined benefit obligation and interest income on the scheme assets, calculated by multiplying the fair value of the scheme assets at the beginning of the period by the rate used to discount the benefit obligations. The difference between the interest income on the scheme assets and the actual return on the scheme assets is recognised in other recognised gains and losses.

Actuarial gains and losses are recognised immediately in other recognised gains and losses.

**1.12 Fund accounting**

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

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

Restricted general funds comprise all other restricted funds received with restrictions imposed by the funder and include grants from the Education and Skills Funding Agency.

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

**1. ACCOUNTING POLICIES (continued)**

**1.13 Critical accounting estimates and areas of judgment**

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Academy Trust makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

The present value of the Local Government Pension Scheme defined benefit liability depends on a number of factors that are determined on an actuarial basis using a variety of assumptions. The assumptions used in determining the net cost (income) for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 19, will impact the carrying amount of the pension liability. Furthermore a roll forward approach which projects results from the latest full actuarial valuation performed at 31 March 2016 has been used by the actuary in valuing the pensions liability at 31 August 2017. Any differences between the figures derived from the roll forward approach and a full actuarial valuation would impact on the carrying amount of the pension liability.

**2. INCOME FROM DONATIONS AND CAPITAL GRANTS**

	Unrestricted funds 2017 £	Restricted general funds 2017 £	Restricted fixed asset funds 2017 £	Total funds 2017 £	Total funds 2016 £
Donations	21,158	109,504	19,778	150,440	129,435
Capital grants	-	-	21,512	21,512	158,575
Donated fixed assets	-	-	-	-	6,412,285
	<b>21,158</b>	<b>109,504</b>	<b>41,290</b>	<b>171,952</b>	<b>6,700,295</b>
<i>Total 2016</i>	35,123	94,312	6,570,860	6,700,295	

**THE BOURTON MEADOW EDUCATION TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

**3. ACTIVITIES FOR GENERATING FUNDS**

	Unrestricted funds 2017 £	Restricted general funds 2017 £	Total funds 2017 £	Total funds 2016 £
Rental income	26,441	-	26,441	25,905
School meal income	-	73,137	73,137	168,687
School funds	350,008	-	350,008	310,388
Miscellaneous income	-	21,524	21,524	15,592
	<u>376,449</u>	<u>94,661</u>	<u>471,110</u>	<u>520,572</u>
<i>Total 2016</i>	<u>336,293</u>	<u>184,279</u>	<u>520,572</u>	

**4. INVESTMENT INCOME**

	Unrestricted funds 2017 £	Restricted general funds 2017 £	Total funds 2017 £	Total funds 2016 £
Bank interest receivable	3,410	-	3,410	1,702
	<u>3,410</u>	<u>-</u>	<u>3,410</u>	<u>1,702</u>
<i>Total 2016</i>	<u>1,702</u>	<u>-</u>	<u>1,702</u>	

**THE BOURTON MEADOW EDUCATION TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2017**

**5. FUNDING FOR ACADEMY'S EDUCATIONAL OPERATIONS**

	Unrestricted funds 2017 £	Restricted general funds 2017 £	Total funds 2017 £	Total funds 2016 £
<b>DfE/ESFA grants</b>				
General annual grant (GAG)	-	2,963,692	2,963,692	2,856,402
Other DfE/ESFA grants	-	451,576	451,576	301,889
	-	3,415,268	3,415,268	3,158,291
<b>Other government grants</b>				
Local authority grants	-	428,132	428,132	355,768
	-	428,132	428,132	355,768
	-	3,843,400	3,843,400	3,514,059
<i>Total 2016</i>	-	3,514,059	3,514,059	

**6. EXPENDITURE**

	Staff costs 2017 £	Premises 2017 £	Other costs 2017 £	Total 2017 £	Total 2016 £
Expenditure on raising voluntary income	33,698	-	73,881	107,579	145,601
Expenditure on fundraising trading	427,414	-	92,417	519,831	605,321
Educational operation:					
Direct costs	2,204,504	-	(3,238)	2,201,266	2,233,247
Support costs	1,332,859	548,690	362,143	2,243,692	1,918,556
Activity 2: Support costs	-	-	236,060	236,060	-
	3,998,475	548,690	761,263	5,308,428	4,902,725
<i>Total 2016</i>	3,513,485	501,980	887,260	4,902,725	

**THE BOURTON MEADOW EDUCATION TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2017**

**7. CHARITABLE ACTIVITIES**

	Direct costs 2017 £	Support costs 2017 £	Total 2017 £	Total 2016 £
Educational operations	2,201,266	2,243,692	4,444,958	4,151,803
Activity 2	-	236,060	236,060	-
Total 2017	<u>2,201,266</u>	<u>2,479,752</u>	<u>4,681,018</u>	<u>4,151,803</u>
Total 2016	<u>2,233,247</u>	<u>1,918,556</u>	<u>4,151,803</u>	

**Analysis of support costs**

	2017 £	2016 £
Support staff costs	1,332,859	1,075,727
Depreciation	344,622	291,775
Technology costs	1,635	15,778
Premises costs	204,068	203,152
Other support costs	335,983	305,799
Governance costs	24,525	26,325
Total support costs	<u>2,243,692</u>	<u>1,918,556</u>

Support staff costs before LGPS service costs were £1,116,859 (2016 - £1,023,727).

**8. NET INCOME/(EXPENDITURE)**

This is stated after charging:

	2017 £	2016 £
Depreciation of tangible fixed assets:		
- owned by the charity	344,622	291,775
Fees payable to auditor for - audit	10,850	10,825
Fees payable to auditor for - other services	13,675	10,300
Operating lease rentals	<u>14,305</u>	<u>17,516</u>

**THE BOURTON MEADOW EDUCATION TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

**9. STAFF COSTS**

Staff costs were as follows:

	2017 £	2016 £
Wages and salaries	3,033,348	2,802,281
Social security costs	232,626	183,039
Operating costs of defined benefit pension schemes	727,229	520,235
	<u>3,993,203</u>	<u>3,505,555</u>
Supply teacher costs	5,253	5,110
Staff restructuring costs - severance payments	-	2,820
Apprenticeship levy	19	-
	<u><u>3,998,475</u></u>	<u><u>3,513,485</u></u>

The average number of persons employed by the Trust during the year was as follows:

	2017 No.	2016 No.
Teachers	53	48
Administration and support	149	147
Management	12	11
	<u>214</u>	<u>206</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2017 No.	2016 No.
In the band £60,001 - £70,000	0	1

The key management personnel of the Academy Trust comprise the trustees and senior management team as listed on page 1. The total amount of employee benefits (including employer pension contributions) received by key management personnel for their services to the Academy Trust was £601,983 (2016 - £727,285).

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**THE BOURTON MEADOW EDUCATION TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

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**10. CENTRAL SERVICES**

The Trust has provided the following central services to its academies during the year:

- Executive Headteacher salaries
- Administration salaries
- Professional services (clerking)

The Trust charges for these services on the following basis:

2.7% of GAG funding.

Central service costs have been charged from 1 September 2016.

The actual amounts charged during the year were as follows:

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Bourton Meadow	<b>61,010</b>	46,227
George Grenville	<b>17,930</b>	14,498
Lace Hill	<b>12,823</b>	9,446
	<b><u>91,763</u></b>	<b><u>70,171</u></b>
Total		

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

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**11. TRUSTEES' REMUNERATION AND EXPENSES**

One or more Trustees has been paid remuneration or has received other benefits from an employment with the academy trust. The Principal and other staff Trustees only receive remuneration in respect of services they provide undertaking the roles of principal and other staff members under their contracts of employment, and not in respect of their role as Trustees. The value of Trustees' remuneration and other benefits was as follows:

		<b>2017</b>	<b>2016</b>
		<b>£</b>	<b>£</b>
Mr M Kitson	Remuneration	<b>55,000-60,000</b>	55,000-60,000
	Pension contributions paid	<b>0-5,000</b>	0-5,000

During the year, 1 Trustee received reimbursement of expenses for £76 relating to travel costs to attend a course (2016 - No Trustee received reimbursement of expenses).

Other related party transactions involving the trustees are set out in note 24.

**12. TRUSTEES' AND OFFICERS' INSURANCE**

The academy trust has opted into the Department for Education's risk protection arrangement (RPA), an alternative to insurance where UK government funds cover losses that arise. This scheme protects trustees and officers from claims arising from negligent acts, errors or omissions occurring whilst on academy business, and provides cover up to £10,000,000. It is not possible to quantify the Trustees and officers indemnity element from the overall cost of the RPA scheme.

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2017**

**13. TANGIBLE FIXED ASSETS**

	Freehold property £	Plant and machinery £	Office equipment £	Computer equipment £	Total £
<b>Cost</b>					
At 1 September 2016	12,564,876	123,179	172,340	162,095	13,022,490
Additions	142,476	25,493	8,742	6,478	183,189
Disposals	-	-	-	(13,900)	(13,900)
At 31 August 2017	12,707,352	148,672	181,082	154,673	13,191,779
<b>Depreciation</b>					
At 1 September 2016	520,716	39,217	62,628	100,750	723,311
Charge for the year	238,841	40,704	31,513	33,564	344,622
On disposals	-	-	-	(13,900)	(13,900)
At 31 August 2017	759,557	79,921	94,141	120,414	1,054,033
<b>Net book value</b>					
At 31 August 2017	11,947,795	68,751	86,941	34,259	12,137,746
At 31 August 2016	12,044,160	83,962	109,712	61,345	12,299,179

**14. DEBTORS**

	2017 £	2016 £
Trade debtors	15,881	5,095
VAT recoverable	31,160	22,007
Prepayments and accrued income	93,527	219,984
	<u>140,568</u>	<u>247,086</u>

**15. CREDITORS: Amounts falling due within one year**

	2017 £	2016 £
Capital loans	6,052	590
Trade creditors	2,139	-
Other taxation and social security	58,236	66,939
Other creditors	61,632	56,665
Accruals and deferred income	290,832	167,429
	<u>418,891</u>	<u>291,623</u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

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**15. CREDITORS: Amounts falling due within one year (continued)**

	2017 £	2016 £
<b>Deferred income</b>		
Deferred income at 1 September 2016	111,790	99,619
Resources deferred during the year	210,319	111,790
Amounts released from previous years	(111,790)	(99,619)
	<u>210,319</u>	<u>111,790</u>
Deferred income at 31 August 2017	<u>210,319</u>	<u>111,790</u>

Deferred income relates to income received in advance for trips, school meals and music tuition, free school meals grant income and rates income received in advance.

The capital loan is made up of two Salix loans that relate to a lighting upgrade and for the replacement of rooflights throughout the school. The loans are interest free and repayable over a period of 8 years and 5 years respectively.

**16. CREDITORS: Amounts falling due after more than one year**

	2017 £	2016 £
Capital loans	<u>15,000</u>	<u>-</u>

The capital loan is made up of a Salix loan that relates to the replacement of rooflights throughout the school. The loan is interest free and repayable over a period of 5 years.

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2017**

**17. STATEMENT OF FUNDS**

	Balance at 1 September 2016 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2017 £
<b>Unrestricted funds</b>						
Unrestricted funds	238,268	401,017	(386,407)	(11,671)	-	241,207
Other General funds	-	-	125,829	-	-	125,829
	<u>238,268</u>	<u>401,017</u>	<u>(260,578)</u>	<u>(11,671)</u>	<u>-</u>	<u>367,036</u>
<b>Restricted funds</b>						
General annual grant (GAG)	3,543	2,963,692	(2,934,328)	6,050	-	38,957
Local authority grants	-	428,132	(472,066)	46,542	-	2,608
Other DfE/ESFA grants	-	547,515	(460,741)	-	-	86,774
Restricted donations	228	38,351	(38,351)	-	-	228
School meals	52,143	142,140	(176,678)	-	-	17,605
FF&E grant funding	244,759	-	(12,775)	(84,365)	-	147,619
Miscellaneous restricted	8,350	21,524	(23,798)	(1,740)	-	4,336
Pupil premium	2,567	165,556	(165,533)	-	-	2,590
Transfer from LA	26	-	(26)	-	-	-
Regional Academy Growth Fund	-	18,000	(18,000)	-	-	-
Salix loans	-	-	-	(21,052)	-	(21,052)
Pension reserve	(1,636,000)	-	(250,000)	-	103,000	(1,783,000)
Other Restricted funds	-	-	(125,829)	-	-	(125,829)
	<u>(1,324,384)</u>	<u>4,324,910</u>	<u>(4,678,125)</u>	<u>(54,565)</u>	<u>103,000</u>	<u>(1,629,164)</u>

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**17. STATEMENT OF FUNDS (continued)**

**Restricted fixed asset funds**

DfE/ESFA unspent capital grants	145,325	-	(9,447)	(116,954)	-	18,924
DfE/ESFA spent capital grants	524,722	-	(17,723)	116,954	-	623,953
Capital expenditure from other funds - spent	437,332	-	(101,733)	66,236	-	401,835
Capital expenditure from GAG	56,259	-	(25,847)	-	-	30,412
Capital transferred from LA	11,280,866	-	(199,319)	-	-	11,081,547
Devolved formula capital	-	21,512	(15,656)	-	-	5,856
Other unspent capital grants	-	19,778	-	-	-	19,778
	<u>12,444,504</u>	<u>41,290</u>	<u>(369,725)</u>	<u>66,236</u>	<u>-</u>	<u>12,182,305</u>
Total restricted funds	<u>11,120,120</u>	<u>4,366,200</u>	<u>(5,047,850)</u>	<u>11,671</u>	<u>103,000</u>	<u>10,553,141</u>
Total of funds	<u>11,358,388</u>	<u>4,767,217</u>	<u>(5,308,428)</u>	<u>-</u>	<u>103,000</u>	<u>10,920,177</u>

**STATEMENT OF FUNDS - PRIOR YEAR**

	Balance at 1 September 2015 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2016 £
<b>Unrestricted funds</b>						
Unrestricted funds	274,455	443,289	(479,476)	-	-	238,268
Other general funds	-	(70,171)	70,171	-	-	-
	<u>274,455</u>	<u>373,118</u>	<u>(409,305)</u>	<u>-</u>	<u>-</u>	<u>238,268</u>

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**17. STATEMENT OF FUNDS (continued)**

**Restricted funds**

General annual grant (GAG)	1,002	2,856,401	(2,828,027)	(25,833)	-	3,543
Local authority grants	35,160	317,092	(352,252)	-	-	-
Other DfE/ESFA grants	403	493,669	(494,072)	-	-	-
Restricted donations	2,076	94,311	(96,159)	-	-	228
School meals	-	168,687	(116,544)	-	-	52,143
FF&E grant funding	403,177	-	-	(158,418)	-	244,759
Miscellaneous restricted	8,100	15,592	(15,342)	-	-	8,350
SEN funding	-	38,677	(38,677)	-	-	-
Pupil premium	37	137,700	(135,170)	-	-	2,567
Transfer from LA	43,428	-	(43,402)	-	-	26
Pension reserve	(736,000)	-	(82,000)	-	(818,000)	(1,636,000)
	<u>(242,617)</u>	<u>4,122,129</u>	<u>(4,201,645)</u>	<u>(184,251)</u>	<u>(818,000)</u>	<u>(1,324,384)</u>

**Restricted fixed asset funds**

DfE/ESFA unspent capital grants	497,606	136,544	-	(488,825)	-	145,325
DfE/ESFA spent capital grants	36,717	-	(12,117)	500,122	-	524,722
Capital expenditure from other funds - unspent	-	22,031	-	(22,031)	-	-
Capital expenditure from other funds - spent	273,653	-	(5,473)	169,152	-	437,332
Capital expenditure from GAG	51,154	-	(20,728)	25,833	-	56,259
Capital transferred from LA	5,122,038	6,412,285	(253,457)	-	-	11,280,866
	<u>5,981,168</u>	<u>6,570,860</u>	<u>(291,775)</u>	<u>184,251</u>	<u>-</u>	<u>12,444,504</u>
Total restricted funds	<u>5,738,551</u>	<u>10,692,989</u>	<u>(4,493,420)</u>	<u>-</u>	<u>(818,000)</u>	<u>11,120,120</u>
Total of funds	<u>6,013,006</u>	<u>11,066,107</u>	<u>(4,902,725)</u>	<u>-</u>	<u>(818,000)</u>	<u>11,358,388</u>

The transfer between restricted General Annual Grant fund and restricted fixed asset funds represents amounts capitalised during the period and capital monies used for revenue expenditure.

The specific purposes for which the funds are to be applied are as follows:

Restricted fixed asset funds amounting to £12,137,746 will be reserved against future depreciation charges. The remaining £44,559 relates to unspent capital grants, which will be used to enhance the Academy Trust's facilities.

Restricted general funds will be used for educational purposes in line with the Academy Trust's objects and its funding agreement with the ESFA.

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**17. STATEMENT OF FUNDS (continued)**

Under the funding agreement with the Secretary of State, the Trust was not subject to a limit on the amount of GAG that it could carry forward at 31 August 2017.

**ANALYSIS OF ACADEMIES BY FUND BALANCE**

Fund balances at 31 August 2017 were allocated as follows:

	<b>Total 2017 £</b>	<b>Total 2016 £</b>
Bourton Meadow Academy	276,806	289,179
George Grenville Academy	16,206	36,175
Lace Hill Academy	225,367	231,266
Central services	2,493	(6,736)
	<u>520,872</u>	<u>549,884</u>
Total before fixed asset fund and pension reserve		
	520,872	549,884
Restricted fixed asset fund	12,182,305	12,444,504
Pension reserve	(1,783,000)	(1,636,000)
	<u>10,920,177</u>	<u>11,358,388</u>
Total		
	<u>10,920,177</u>	<u>11,358,388</u>

**ANALYSIS OF ACADEMIES BY COST**

Expenditure incurred by each academy during the year was as follows:

	<b>Teaching and educational support staff costs £</b>	<b>Other support staff costs £</b>	<b>Educational supplies £</b>	<b>Other costs excluding depreciat- ion £</b>	<b>Total 2017 £</b>	<b>Total 2016 £</b>
Bourton Meadow Academy	1,976,502	456,868	363,668	272,819	3,069,857	3,285,798
George Grenville Academy	683,795	86,306	44,430	148,606	963,137	888,225
Lace Hill Academy	393,868	108,401	98,977	127,211	728,457	506,082
	<u>3,054,165</u>	<u>651,575</u>	<u>507,075</u>	<u>548,636</u>	<u>4,761,451</u>	<u>4,680,105</u>

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

	Unrestricted funds 2017 £	Restricted general funds 2017 £	Restricted fixed asset funds 2017 £	Total funds 2017 £
Tangible fixed assets	-	-	12,137,746	12,137,746
Current assets	244,883	709,880	44,559	999,322
Creditors due within one year	11,324	(430,215)	-	(418,891)
Creditors due in more than one year	(15,000)	-	-	(15,000)
Pension Scheme liability	-	(1,783,000)	-	(1,783,000)
Difference	125,829	(125,829)	-	-
	<u>367,036</u>	<u>(1,629,164)</u>	<u>12,182,305</u>	<u>10,920,177</u>

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR**

	Unrestricted funds 2016 £	Restricted general funds 2016 £	Restricted fixed asset funds 2016 £	Total funds 2016 £
Tangible fixed assets	-	-	12,299,179	12,299,179
Current assets	238,268	603,239	145,325	986,832
Creditors due within one year	-	(291,623)	-	(291,623)
Pension scheme liability	-	(1,636,000)	-	(1,636,000)
	<u>238,268</u>	<u>(1,324,384)</u>	<u>12,444,504</u>	<u>11,358,388</u>

**19. PENSION COMMITMENTS**

The Trust's employees belong to two principal pension schemes: the Teacher's Pension Scheme for England and Wales (TPS) for academic and related staff; and the Local Government Pension Scheme (LGPS) for non-teaching staff, which is managed by Buckinghamshire County Council. Both are Multi-employer defined benefit pension schemes.

The latest actuarial valuation of the TPS related to the period ended 31 March 2012 and of the LGPS 31 March 2016.

Contributions amounting to £58,817 were payable to the schemes at 31 August 2017 (2016 - £56,626) and are included within creditors.

**NOTES TO THE FINANCIAL STATEMENTS  
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**19. PENSION COMMITMENTS (continued)**

**Teachers' Pension Scheme**

**Introduction**

The Teachers' Pension Scheme (TPS) is a statutory, unfunded, defined benefit scheme, governed by the Teachers' Pensions Regulations 2010, and the Teachers' Pension Scheme Regulations 2014. These regulations apply to teachers in schools and other educational establishments, including academies, in England and Wales that are maintained by local authorities. In addition, teachers in many independent and voluntary-aided schools and teachers and lecturers in some establishments of further and higher education may be eligible for membership. Membership is automatic for full-time teachers and lecturers and, from 1 January 2007, automatic too for teachers and lecturers in part-time employment following appointment or a change of contract. Teachers and lecturers are able to opt out of the TPS.

**The Teachers' Pension Budgeting and Valuation Account**

Although members may be employed by various bodies, their retirement and other pension benefits are set out in regulations made under the Superannuation Act (1972) and Public Service Pensions Act (2013) and are paid by public funds provided by Parliament. 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 under arrangements governed by the above Act.

The Teachers' Pensions Regulations 2010 require an annual account, the Teachers' Pension Budgeting and Valuation Account, to be kept of receipts and expenditure (including the cost of pension 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 review 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 on 9 June 2014. The key results of the valuation are:

- employer contribution rates set at 16.4% of pensionable pay; in line with current regulations, not, including the additional 0.08% employers pay for the cost of Scheme administration;
- total scheme liabilities for service to the effective date of £191.5 billion, and notional assets of £176.6 billion giving a notional past service deficit of £15.0 billion;
- an employer cost cap of 10.9% of pensionable pay;
- Actuarial assessments are undertaken in intervening years between formal valuations for financial reporting purposes, using updated membership data.

The new employer contribution rate and administration levy for the TPS were implemented in September 2015.

The employer's pension costs paid to TPS in the period amounted to £258,071 (2016 - £239,513).

A full copy of the valuation report and supporting documentation is on the Teachers' Pensions website ([www.teacherspensions.co.uk/news/employers/2014/06/publication-of-the-valuation-report.aspx](http://www.teacherspensions.co.uk/news/employers/2014/06/publication-of-the-valuation-report.aspx)).

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**19. PENSION COMMITMENTS (continued)**

Under the definitions set out in FRS 102, the TPS is a multi-employer pension scheme. The trust has accounted for its contributions to the scheme as if it were a defined contribution scheme. The trust has set out above the information available on the scheme.

**Scheme Changes**

Lord Hutton, who chaired the Independent Public Service Pensions Commission, published his final report in March 2011 and made recommendations 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 and Ministers engaged in extensive discussions with trade unions and other representative bodies on reform of the TPS. Those discussions concluded on 9 March 2012, and the Department published a Proposed Final Agreement, setting out the design for a reformed TPS to be implemented from 1 April 2015.

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. Importantly, pension benefits built up before 1 April 2015 will be fully protected.

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.

The arrangements for a reformed Teachers' Pension Scheme, in line with the remainder of the recommendations made by Lord Hutton, have now been implemented. The Career Average Revalued Earnings (CARE) scheme was implemented from 1 April 2015, whereby benefits will accrue on a career average basis and there is a normal pension age aligned to the state pension age.

**Local Government Pension Scheme**

The LGPS is a funded defined benefit scheme, with assets held in separate trustee-administered funds. The total contribution made for the year ended 31 August 2017 was £315,000 (2016 - £288,000), of which employer's contributions totalled £252,000 (2016 - £231,000) and employees' contributions totalled £63,000 (2016 - £57,000). The agreed contribution rates for future years are 22.8% for employers and between 5.5% - 12.5% 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.

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**19. PENSION COMMITMENTS (continued)**

Principal actuarial assumptions:

	2017	2016
Discount rate for scheme liabilities	2.60 %	2.20 %
Expected return on scheme assets at 31 August	2.60 %	2.20 %
Rate of increase in salaries	4.20 %	4.10 %
Rate of increase for pensions in payment / inflation	2.70 %	2.30 %

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

	2017	2016
Retiring today		
Males	23.9	23.8
Females	26.0	26.2
Retiring in 20 years		
Males	26.2	26.1
Females	28.3	28.5

	At 31 August 2017 £	At 31 August 2016 £
<b>Sensitivity analysis</b>		
Discount rate +0.1%	88,000	76,000
Discount rate -0.1%	(90,000)	(77,000)
Mortality assumption - 1 year increase	(108,000)	(76,000)
Mortality assumption - 1 year decrease	105,000	75,000
CPI rate +0.1%	(78,000)	(65,000)
CPI rate -0.1%	76,000	64,000

The Trust's share of the assets in the scheme was:

	Fair value at 31 August 2017 £	Fair value at 31 August 2016 £
Equities	862,000	711,000
Debt instruments	351,000	327,000
Property	114,000	106,000
Cash and other liquid assets	53,000	43,000
Other assets	164,000	113,000
<b>Total market value of assets</b>	<b>1,544,000</b>	<b>1,300,000</b>

The actual return on scheme assets was £183,000 (2016 - £208,000).

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**19. PENSION COMMITMENTS (continued)**

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

	2017 £	2016 £
Interest income	32,000	42,000
Interest cost	(65,000)	(65,000)
Current service cost	(468,000)	(283,000)
Administration expenses	(1,000)	(7,000)
Total	<u>(502,000)</u>	<u>(313,000)</u>

Movements in the present value of the defined benefit obligation were as follows:

	2017 £	2016 £
Opening defined benefit obligation	2,936,000	1,598,000
Current service cost	468,000	283,000
Interest cost	65,000	65,000
Employee contributions	63,000	57,000
Actuarial (gains)/losses	(188,000)	938,000
Benefits paid	(17,000)	(5,000)
Closing defined benefit obligation	<u>3,327,000</u>	<u>2,936,000</u>

Movements in the fair value of the Trust's share of scheme assets:

	2017 £	2016 £
Opening fair value of scheme assets	1,300,000	862,000
Interest income	32,000	42,000
Actuarial gains/(losses)	(85,000)	120,000
Employer contributions	252,000	231,000
Employee contributions	63,000	57,000
Benefits paid	(17,000)	(5,000)
Administration expenses	(1,000)	(7,000)
Closing fair value of scheme assets	<u>1,544,000</u>	<u>1,300,000</u>

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**20. OPERATING LEASE COMMITMENTS**

At 31 August 2017 the total of the Academy trust's future minimum lease payments under non-cancellable operating leases was:

	2017 £	2016 £
<b>Amounts payable:</b>		
Within 1 year	14,452	14,305
Between 1 and 5 years	15,869	28,427
After more than 5 years	-	1,894
<b>Total</b>	<b>30,321</b>	<b>44,626</b>

**21. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2017 £	2016 £
Net (expenditure)/income for the year (as per Statement of Financial Activities)	(541,211)	6,163,382
<b>Adjustment for:</b>		
Depreciation charges	344,622	291,775
Dividends, interest and rents from investments	(3,410)	(1,702)
Decrease in debtors	106,518	62,720
Increase in creditors	123,478	72,527
Capital grants from DfE and other capital income	(21,512)	(158,575)
Defined benefit pension scheme obligation inherited	217,000	52,000
Defined benefit pension scheme cost less contributions payable	33,000	30,000
Net (loss) on assets and liabilities from local authority on conversion	-	(6,412,285)
<b>Net cash provided by operating activities</b>	<b>258,485</b>	<b>99,842</b>

**22. ANALYSIS OF CASH AND CASH EQUIVALENTS**

	2017 £	2016 £
Cash at bank & in hand	858,754	739,746
<b>Total</b>	<b>858,754</b>	<b>739,746</b>

**23. 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.

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**24. RELATED PARTY TRANSACTIONS**

Owing to the nature of the Trust'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 and in accordance with the Trust's financial regulations and normal procurement procedures.

Mr P J Fealey, a trustee of The Bourton Meadow Education Trust is also a Director of Buckingham Youth Clubs. In this capacity, he is not directly involved in making decisions relating to transactions with the academy.

All the transactions with Buckingham Youth Clubs were conducted at arms length and in accordance with the Academy Trust's financial regulations and normal procurement procedures. Mr P J Fealey received no benefit from any such arrangement.

The transactions are as follows:

- The Bourton Meadow Education Trust purchased services totalling £Nil (2016 - £168).
- No amounts were outstanding at either the current or prior year end.

No other related party transactions took place in the year other than the above and those disclosed in note 12.

**25. AGENCY ARRANGEMENTS**

The Academy Trust distributes teaching school bursary funds to students as an agent for ESFA. In the accounting period ending 31 August 2017 the Trust received £34,486 and disbursed £33,300 from the fund. An amount of £1,186 is included in other creditors relating to undistributed funds that is repayable to the ESFA.