

Company Registration No. 08045401 (England and Wales)

**HOLY TRINITY CHURCH OF ENGLAND ACADEMY**

**(A COMPANY LIMITED BY GUARANTEE)**

**ANNUAL REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 AUGUST 2019**



# **HOLY TRINITY CHURCH OF ENGLAND ACADEMY**

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# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## REFERENCE AND ADMINISTRATIVE DETAILS

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### Members

- Diocese of Salisbury Educational Trust Venerable Hedley Ringrose
- Team Rector Reverend R Kenway
- PCC of the Parish of Calne and Blackland Mrs K Miller
- Chairperson of SCC John Bentley School Mr H Pilcher-Clayton
- Chair of the Board of Trustees Mr D Conway

### Trustees

Mr D Conway (Chair )  
Reverend R Kenway (Vice Chair)  
Mrs K Riccalton (Staff Trustee) (Resigned 31 August 2019)  
Mr G Shore (Head Teacher)  
Mrs C Thornton (Resigned 31 August 2019)  
Mrs J Warnett (Resigned 27 February 2019)  
Mr J Gibson (Resigned 31 August 2019)  
Mrs A Milford-Silver (Staff Trustee)  
Mr S J Colby  
Mr M C Snell  
Ms R C Wood  
Mrs R Caldecott (Staff Trustee) (Appointed 19 September 2019)

### Senior management team

- Headteacher and Accounting Officer Mr G Shore
- Assistant Headteacher Mrs J Brown
- Assistant Headteacher Mr J Rumley
- Special Educational Needs Co-ordinator Mrs M Fergusson

### Company secretary

Mrs C Ingleton

### Company registration number

08045401 (England and Wales)

### Principal and registered office

1 Quemerford  
Calne  
Wiltshire  
SN11 0AR

### Independent auditor

David Owen & Co  
17 The Market Place  
Devizes  
Wiltshire  
SN10 1HT

### Bankers

Lloyds Bank  
29 High Street  
Chippenham  
Wiltshire  
SN15 3HA

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 AUGUST 2019

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The Trustees present their annual report together with the accounts and auditor's report of the charitable company for the year 1 September 2018 to 31 August 2019. The annual report serves the purposes of both a trustees' report, and a directors' report under company law.

#### **Structure, governance and management**

##### Constitution

The Academy Trust (incorporated on 25 April 2012 and opened as an Academy on 1 May 2012) is a company limited by guarantee and an exempt charity. The charitable company's Memorandum and Articles of Association are the primary governing documents of the Academy Trust.

The Trustees of Holy Trinity Church of England Academy are also the directors of the charitable company for the purposes of company law. Details of the Trustees who served during the year are included in the Reference and Administrative Details on page 1.

##### Members' liability

Each member of the charitable company undertakes to contribute to the assets of the charitable company in the event of it being wound up while 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 they ceased to be a member.

##### Trustees' indemnities

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 Trust business, and provides cover up to £10,000,000.

##### Method of recruitment and appointment or election of Trustees

On 25 April 2012 (the incorporation date) The Trustees appointed those governors that served the predecessor school, and whose term still had time to run, to be Trustees of the newly formed Academy. These Trustees were appointed on a term of office that would end when their original term at the predecessor school would have ended, thus ensuring a staggered re-election or replacement process. Trustees are appointed for a four year period, except that this time limit does not apply to the Head Teacher or parish incumbent, who are appointed ex-officio. Subject to remaining eligible to be a particular type of Trustee, any Trustee can be re-appointed or re-elected.

The Academy Trust shall have the following Trustees as set out in its articles of association and funding agreement:

- not less than 9 Foundation Trustees, appointed under Article 50, who must form the majority of Trustees at any one time.
- 2 Parent Trustees appointed under Articles 53-58
- up to 2 Staff Trustees, if appointed under and subject to Article 50A
- the Head Teacher who shall be treated for all purposes as being an ex officio Trustee.
- any additional Trustees if appointed under Articles 62, 62A or 68A
- any further Trustees, if appointed under Article 63 or Article 68A
- the Academy may also have up to two co-opted Trustees under article 59.

As at 31 August 2019 the Trustees comprise 2 Parent Trustees, 2 Staff Trustees, the Head Teacher, the incumbent of the Marden Vale benefice and 4 other Foundation Trustees.

When appointing new Trustees, the Board will give consideration to the skills and experience mix of existing Trustees in order to ensure that the Board has the necessary skills to contribute fully to the Academy's development.

# **HOLY TRINITY CHURCH OF ENGLAND ACADEMY**

## **TRUSTEES' REPORT (CONTINUED)**

***FOR THE YEAR ENDED 31 AUGUST 2019***

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### Policies and procedures adopted for the induction and training of Trustees

The training and induction provided for new Trustees will depend upon their existing experience but would always include a tour of the Academy and a chance to meet staff and pupils. All Trustees are provided with policies, procedures, minutes, accounts, budgets, plans and other documents that they will need to undertake their role as Trustees. As there are normally only two or three new Trustees a year, induction tends to be done informally and is tailored specifically to the individual. Advantage is taken of specific courses offered by the Salisbury Diocese and other bodies. The academy has gold level membership of the National Governors Association and uses its induction materials. Training on key issues is also arranged for the whole governing body.

### Principal Activity

The principal activity is to advance for the public benefit by establishing, maintaining, carrying on, managing and developing a school offering a broad and balanced curriculum.

The principal activity of the Academy is to provide free education for pupils of different abilities between the ages of 4 and 11.

### Organisational structure

The Board of Trustees met five times in the year 2018-19.

The Board establishes an overall framework for the governance of the Academy and determines membership, terms of reference and procedures of committees and other groups. It receives reports including policies, from its committees for ratification. It monitors the activities of the committees through the minutes of their meetings. The Board may from time to time establish Working Groups to perform specific tasks over a limited timescale.

The following decisions are reserved to the Board of Trustees; to determine any proposals for changes to the status or constitution of the Academy and its committee structure, to appoint or remove the Chairman and/or Vice Chairman, to appoint the Head Teacher and Clerk to the Trustees, to approve the annual budget.

The Board of Trustees have devolved responsibility for the day to day management of the Academy to the Head Teacher and Senior Management Team (SMT). The SMT now comprises the Head Teacher, two Assistant Head Teachers and the Special Educational Needs Coordinator. The SMT implement the policies laid down by the Trustees and report back to them on performance.

The Academy has a leadership structure which consists of the Trustees, the Head Teacher and the Senior Management Team. The aim of the leadership structure is to devolve responsibility and encourage involvement in decision making at all levels.

The Trustees are responsible for setting general policy, adopting an annual plan and budget, approving the statutory accounts, monitoring the Academy by the use of budgets and other data, and making major decisions about the direction of the Academy, capital expenditure and staff appointments.

The Head Teacher is responsible for the authorisation of spending within agreed budgets; a summary of this is in the Scheme of Delegation. Some spending control is devolved to senior staff which must be authorised through the Head Teacher. The Head Teacher is responsible for the appointment of staff, though appointment panels for teaching posts always include a Trustee – preferably a Trustee from the staffing committee.

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2019

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As well as the statutory committees which are called when necessary, there are three committees as follows;

- the Premises and Finance Committee - meets at least five times a year and is responsible for matters pertaining to the premises and for approving contracts whose value is over £2000 (£2500 for renewal of existing contracts). The finance aspect of this committee is responsible for monitoring, evaluating and reviewing policy and performance in relation to financial management, compliance with reporting and regulatory requirements, receiving reports from the internal auditor and drafting the annual budget.
- the Curriculum and Pupil Welfare Committee - this meets three times a year to monitor, evaluate and review academy policy, practice and performance in relation to curriculum planning, communications, target setting and assessment, examinations and all pastoral issues.
- the Staffing Committee – this meets whenever necessary and is responsible for all matters relating to staffing. It is responsible for alterations to the academy's staffing levels and a member of the staffing committee is on appointment panels for teachers. The Head Teacher's pay panel is composed of staffing committee members.

The Head Teacher is the Accounting Officer.

#### Arrangements for setting pay and remuneration of key management personnel

The Leadership comprises of a Headteacher (pay range L11-L17), two Assistant Headteachers (pay range L1-L5) and SENDco (TLR 2 pay award). The pay ranges for the Headteacher and Assistant Headteachers will be determined in accordance with the criteria specified in the Section 2, Part 2 – leadership group pay of the STPCD 2019. The arrangements for teacher appraisal are set out in the academy's appraisal policy.

The policy on linking progression pay to performance is detailed in the appraisal policy. The school uses absolute performance measures when determining pay progression. When teachers reach their performance management targets and their teaching is rated as consistently good over the course of the academic year a progression will be awarded if they are not top of their salary range. This is then reviewed annually by the staffing committee, after being recommended by the School's Management Team.

#### Related parties and other connected charities and organisations

Holy Trinity C of E Primary Academy has a Friends Association which carries out fundraising events. They do not either control or significantly influence decisions and operations of the Academy. The academy has strong collaborative links with two other independent academies in Wiltshire: Holy Trinity CE Primary Academy, Great Cheverell, near Devizes and Woodford Valley CE Academy near Salisbury and Malmesbury Primary School. Again, none of these academies controls or significantly influences decisions and operations of Holy Trinity Academy.

The academy works closely with the local secondary academy, the John Bentley Academy. Our older children pay frequent visits for activity days and some more able children have extension lessons there. The chair of the John Bentley governors' community committee is an ex-officio member of our academy trust.

# **HOLY TRINITY CHURCH OF ENGLAND ACADEMY**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 AUGUST 2019**

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#### **Objectives and activities**

##### Objects and aims

The principal object and activity of the charitable company is the operation of Holy Trinity C of E Primary Academy to provide free education and care for pupils of different abilities between the ages of 4 and 11.

The aims of the Academy during the period ended 31 August 2019 are summarised below:

- to continue to raise the standard of educational attainment and achievement of all pupils,
- to provide a broad and balanced curriculum, including extra-curricular activities,
- to ensure that every child enjoys the same high quality education in terms of resourcing, tuition and care,
- to improve the effectiveness of the Academy by keeping the curriculum and organisational structure under continual review,
- to provide value for money for the funds expended,
- to comply with all appropriate statutory and curriculum requirements,
- to conduct the Academy's business in accordance with the highest standards of integrity, probity and openness.

At Holy Trinity C of E Academy we aim to get the best for, and from, each child. We intend to enable each child to realise his or her full academic, creative, spiritual and physical potential and to develop positive social and moral values in line with the Christian foundation and ethos of the Academy. Our Academy is a community in which children, staff and parents should be part of a happy and caring environment.

##### Objectives, strategies and activities

Key priorities for the period are contained in our School Improvement Action Plan (SIAP) which is available from the School Office. This document is updated termly at governor committee meetings, with achievement of targets being noted.

Targets achieved for the period of this report included:

#### **Building**

- Regular repairs continue to be carried out on an ageing building.

#### **Staffing Changes**

- A member of the teaching staff left following a promotion to another primary academy.
- He was replaced by a newly qualified teacher, who has enjoyed an extremely positive start to her teaching career.
- The replacement of some teaching assistants and cleaning staff.

#### **Curriculum**

- The maintenance of high levels of progress and attainment as measured by the Foundation stage profile, year 1 phonics test, year 2 and year 6 SAT tests.
- Training staff and teaching assistants in a range of skills to support children's social, emotional and mental health needs.
- Further establishing a school system of having three designated safeguarding leads to support our robust safeguarding procedures.
- Monitoring and improving staff wellbeing.
- Refining the academy's curriculum in all foundation subjects.
- Improving and refining the role of subject leader, so that middle leaders can develop and monitor their own subjects.
- These objectives are in addition to the improvement of levels of attainment across the core subjects.

# **HOLY TRINITY CHURCH OF ENGLAND ACADEMY**

## **TRUSTEES' REPORT (CONTINUED)**

***FOR THE YEAR ENDED 31 AUGUST 2019***

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### Public benefit

The Trustees confirm that they have complied with their duty in Section 4 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit in exercising their powers or duties. They have referred to this guidance when reviewing the Academy's aims and objectives and in planning its future activities.

The Academy aims to advance for the public benefit, education in the Academy's designated area and the surrounding areas. In particular, but without prejudice to, the generality of the foregoing by maintaining, managing and developing the Academy, and offering a broad and balanced curriculum.

### **Strategic report**

#### **Achievements and performance**

In its seventh year of operation the academy has met the forecast numbers of students. The total number of students in the period ended 31 August 2019 was 212 and this has held steady between 204 and 212 throughout the life of the academy. The reception class intake for September 2019 was full, providing 30 places (although we had/have twenty-five children on our waiting list for Reception Class). We have reached full capacity and continue to attract parents wishing to put their children on the waiting list (we have fifty-two children on our waiting list overall).

Achievement at the end of foundation stage was broadly in line with national and county averages. The academy attained an 80 percent pass rate in the phonics screening check in a lower performing year group.

In Key Stage 1, reading was 80%, writing 80% and mathematics 80%. The combined score for children achieving the expected standard for reading, writing and mathematics was 77%. All of these results are higher than the national and local averages.

In Key Stage 2, reading was 84%, writing 84%, Grammar, Punctuation and Spelling was 81% and mathematics 87%. Holy Trinity remains above the national average. The percentage of pupils achieving the expected standard in reading, writing and mathematics averaged over the past 3 years is well above the local and national average and was 81% last year.

### Key performance indicators

The main financial performance indicator is the level of reserves held at the Balance Sheet date. In particular the management of spending against General Annual Grant (GAG) requires special attention to ensure that the funds allocated to the academy are being spent on the education of the children currently in the Academy. In period under review no amounts were carried forward from the GAG funds received.

As funding is based on pupil numbers this is also a key performance indicator. Pupil numbers for 2019 were 211 (Spring 2019 census), similar to the pupil numbers for previous years. It is anticipated that the academy will continue to operate at full capacity (210 is the plan).

Another key financial performance indicator is staffing costs as a percentage of GAG. For 2018-19 this was 99%.



# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

### Analysis of 2019 Assessments

#### Reception

Good Level of Development at the end of Reception class.

69	72	72
APS:36.3	APS: 34.9	
Holy Trinity	Wiltshire	National

#### Year 1 Phonics 'Screening' Check

In 2019 80% of children have reached the pass mark, this is broadly in line with local and national average.

2014		2015		2016		2017		2018		2019	
HT	Nat	HT	Nat	HT	Nat	HT	Nat	HT	Nat	HT	Nat
83%	74%	77%	77%	87%	81%	100%	81%	80%	83%	80%	81%

#### Key Stage 1 SATs

Towards the end of Year 2 children's attainment is assessed by their teacher in reading, writing and maths. The results at Holy Trinity this year are:

	Holy Trinity % of children working at expected	National % of children working at expected	Wiltshire % of children working at expected	Holy Trinity % of children working at greater depth	National % of children working at greater depth	Wiltshire % of children working at greater depth
Reading	80%	75%	75%	30%	25%	25%
Writing	80%	70%	68%	17%	15%	13%
Mathematics	80%	75%	74%	13%	22%	20%

They are above national and local average.

#### Key Stage 2 SATs 2019

Attainment at the end of Year 6 is measured in the SAT tests which all children take. The results for Holy Trinity for the 2019 SATs were:

	Holy Trinity percentage of children at expected	National percentage of children at expected 2018	Local authority percentage of children at expected	Holy Trinity percentage of children at greater depth	National percentage of children at greater depth	Local authority percentage of children at greater depth	Holy Trinity Average scaled score	National Average Scaled Score	Wiltshire Average scaled score	Holy Trinity Average Progress score	Wiltshire Average Progress score
Reading	84%	73%	74%	35%	27%	28%	106	104	104	0.34	0.08
Writing	84%	78%	77%	26%	20%	19%				0.66	-0.43
Grammar, Punctuation and Spelling	81%	78%	76%	35%	36%	31%	107	106	106		
Mathematics	87%	79%	76%	35%	27%	24%	107	105	105	0.62	-0.75
Science	93%	83%									
Reading, Writing and Maths	81%	65%	64%	6%	11%	10%					

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2019

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#### Key Stage 2 three-year average 2017-19

	Holy Trinity	National	Wiltshire LA
Percentage of pupils achieving expected standard in Reading, writing and maths, 2017-2019	77.78%	63.49%	62.04%
Percentage of pupils achieving higher standard in Reading, writing and maths, 2017-2019	10%	9.72%	8.76%
Average scaled score in Reading 2017-2019	107.19	104.54	104.78
Average scaled score in Maths 2017-2019	105.64	104.55	103.80

Please note that writing is teacher assessed and does not have a scaled score. Holy Trinity's KS2 writing is moderated by Wiltshire LA every four years. We were last moderated in June 2018.

Christian values and the Christian ethos are at the heart of all that we do at this academy. As a result, behaviour is very good and children tell us that they enjoy school. Parental satisfaction with the academy is high; this can be evidenced through their day-to-day partnership with the school.

The curriculum is fun and engaging, making full use of the opportunities afforded by the locality with useful cross curricular links being drawn through many subjects. This allows children to use new learning in appropriate contexts. A wide range of trips and visitors to the school enhance the curriculum and bring learning to life. This contributes to outstanding learning opportunities and results in the outstanding outcomes.

Many extra-curricular activities and clubs are available, including various sports clubs, drama, art, sewing, recorders, band and choir. Music lessons with peripatetic specialists are offered within the school day and are taken up by around 80 pupils.

Years 3 and 4 are taught drumming by a specialist teacher for a lesson a week all year. Specialist sports coaches teach many of the academy's PE lessons. All children in key stage 2 go swimming, where the academy employs specialist coaches in a 1:10 ratio. In 2017 this was extended to the Year 2 children in the Summer term.

#### 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 the Board of Trustees continue to adopt the going concern basis in preparing the accounts. Further details regarding the adoption of the going concern basis can be found in the statement of accounting policies.

# **HOLY TRINITY CHURCH OF ENGLAND ACADEMY**

## **TRUSTEES' REPORT (CONTINUED)**

### ***FOR THE YEAR ENDED 31 AUGUST 2019***

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#### **Financial review**

Most of the Academy's income is obtained from the DfE via the ESFA in the form of recurrent grants, the use of which is restricted to particular purposes. The grants received from the DfE during the period ended 31 August 2019 and the associated expenditure are shown as restricted funds in the statement of financial activities.

The Academy also receives grants for fixed assets from the DfE which are shown in the Statement of financial activities as restricted income in the fixed asset fund. The restricted fixed asset fund balance is reduced by annual depreciation charges over the useful life of the assets concerned as defined in the Academy's accounting policies.

During the period ended 31 August 2019, total expenditure (excluding depreciation) of £955,357 was covered by recurrent grant funding from the DfE together with other incoming resources and brought forward reserves. The surplus of income over expenditure for the period (excluding restricted fixed asset funds, depreciation and pension scheme movements) was £7,969.

At 31 August 2019 the net book value of fixed assets was £1,806,043 and movements in tangible fixed assets are shown in Note 12 to the financial statements. The assets were used exclusively for providing education and the associated support services to the pupils of the Academy.

The land, building and other assets were transferred to the Academy upon conversion. Other assets have been included in the financial statements at a best estimate taking into account purchase price and remaining useful lives.

The Academy has taken on the deficit in the Local Government Pension Scheme in respect of its non-teaching staff transferred on conversion. The deficit is incorporated within the Statement of Financial Activity with details in Note 18 to the financial statements.

Key financial policies adopted or reviewed during the period include the Pay Policy, Governors Allowances and staff Expenses policies and the Charging and Remission Policy.

The academy buys in a financial controls assurance service from Wiltshire Council to conduct internal audits. The outcomes of these audits are reported to the governing body through the finance committee.

#### **Reserves policy**

Whenever possible a contingency sum is allocated in each year's budget. The reason for this is to provide sufficient working capital to cover delays between spending and receipt of grants and to provide a cushion to deal with unexpected emergencies such as urgent maintenance.

It is the Trustees' objective to maintain a structure of prudent financial management. To this end we aim to carry forward a sufficient amount to allow for fluctuations in future funding or unexpected expenditure, whilst ensuring that current period funding is expended to maximise provision of education. Budget projections are made over 5 years, enabling the academy to anticipate funding difficulties and plan to deal with them.

At the end of the accounting period the Academy's level of free reserves (total funds less the amount held in fixed assets and ring-fenced restricted funds) was £16,448.

#### **Investment policy**

All funds surplus to immediate requirements earn interest in the school's bank account. No form of investment is authorised.

# **HOLY TRINITY CHURCH OF ENGLAND ACADEMY**

## **TRUSTEES' REPORT (CONTINUED)**

***FOR THE YEAR ENDED 31 AUGUST 2019***

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### Principal risks and uncertainties

The Academy has agreed a Risk Management strategy, a Risk Register and a Risk Management Plan. These have been discussed by Trustees and include the financial risks to the Academy. The register and plan are constantly reviewed in light of any new information and formally reviewed annually.

The Trustees have assessed the major risks to which the Academy is exposed, in particular those relating to its finances, teaching, facilities and other operational areas. The Trustees have implemented a number of systems to assess and minimise those risks, including internal controls described elsewhere. Where significant financial risk still remains they have ensured they have adequate insurance cover.

Since the Academy is over-subscribed in some year groups, risks to revenue funding from a falling roll are small. A new funding formula was adopted in 2015 which increased funding for Wiltshire Schools relative to some others but only moved Wiltshire from the 6th to the 7th worst funded county. However further redistribution of funding will occur from the year 2017-18. The government's overall austerity programme is due to last another 4 years. During this period there will be no increase to per-pupil funding, while there will be significant rises in wages, national insurance and pension contributions. The academy anticipates that budgets will be increasingly tight in coming years.

The Trustees examine the financial health formally every term, reviewing performance against budgets and overall expenditure by means of regular update reports at all full Governor's and Finance Committee meetings. The Trustees also regularly review cash flow forecasts and ensure sufficient funds are held to cover all known and anticipated commitments.

At the period end the Academy had no significant liabilities arising from trade creditors or debtors where there would be a significant effect on liquidity.

The Trustees recognise that the defined benefit scheme deficit (Local Government Pension Scheme), which is set out in Note 17 to the financial statements, represents a significant potential liability. However as the Governors consider that the Academy is able to meet its known annual contribution commitments for the foreseeable future, this risk from this liability is minimised.

### Risk management

The Academy undertakes a review of the main areas of risks which it faces annually. This includes all health and safety and child protection policies and procedures. In addition a review of all financial risks is undertaken on a regular basis and systems of internal control are checked and improved where possible.

A Risk Register is maintained and reviewed annually.

# **HOLY TRINITY CHURCH OF ENGLAND ACADEMY**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 AUGUST 2019**

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The principle risks and uncertainties facing the Academy are as follows:

- Financial - the Academy has considerable reliance on continued government funding through the EFA. In the last period 99% of the Academy's incoming resources was ultimately government funded and whilst this level is expected to continue, there is no assurance that government policy or practice will remain the same or that public funding will continue at the same levels or on the same terms.
- Failures in Governance and/or Management - the risk in this area arises from potential failure to effectively manage the Academy's finances, internal controls, compliance with regulations and legislation, statutory returns, etc. The Trustees continue to review and ensure that appropriate measures are in place to mitigate these risks.
- Reputational - the continuing success of the Academy is dependant on continuing to attract pupils in sufficient numbers by maintaining the highest educational standards. To mitigate this risk Trustees ensure that student success and achievement are closely monitored and reviewed.
- Safeguarding and Child Protection - the Trustees continue to ensure that the highest standards are maintained in the areas of selection and monitoring of staff, the operation of child protection policies and procedures, health and safety and discipline.
- Staffing - the success of the Academy is reliant on the quality of its staff and so the Trustees monitor and review policies and procedures to ensure continued development and training of staff as well as ensuring there is clear succession planning.
- Fraud and mis-management of funds - The Academy has appointed an internal auditor to carry out checks on financial systems and records as required by the Academy Financial Handbook. All finance staff receive training to keep them up to date with financial practice requirements and develop their skills in this area.

#### **Fundraising**

Holy Trinity Church of England Academy raises money through the Friends Committee. This committee comprises of members of the parent body. The school does not use professional fundraisers and is careful when approaching the vulnerable. The fundraising conforms to recognised standards and uses the guidelines from the Institute of fundraising.

The Institute of Fundraising has guidelines about how charities should work with schools. Here's a summary:

- Presentations given by charities should be educational and not allied to any political party.
- Charities may offer gifts as prizes to encourage young people, but they should be available to all, not to individuals as rewards for effort.
- Charities shouldn't harass young people to collect sponsorship money. A time limit should be fixed, and someone from the charity should collect funds on an agreed day.
- Young people shouldn't ask strangers for sponsorship, but seek donations from family and friends.
- Charities should thank all of the staff, young people and parents involved, and respond to any criticisms as soon as possible.

The school agrees the aims of fundraising with the Friends Committee at the beginning of each academic year. This is made through consultation between the Chair of the Friends Committee and the Headteacher.

Any complaints connected with fundraising will be discussed by the Headteacher and the Chair of the Friends Committee.

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 AUGUST 2019**

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### **Plans for future periods**

The Academy will continue to strive to provide outstanding education and improve the levels of performance of its pupils at all levels. The Academy will continue to aim to attract high quality teachers and support staff in order to deliver its objectives.

The Academy will continue to work with partner schools across the local cluster and diocese to improve the educational opportunities for students in the wider community.

Full details of our plans for the future are given in our School Improvement and Development Plan, which is available as detailed above.

### **Funds held as custodian trustee on behalf of others**

The Academy and its Trustees do not act as the custodian trustees of any other charity.

### **Auditor**

In so far as the Trustees are aware:

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

A resolution proposing that David Owen & Co be reappointed as auditor of the charitable company will be put to the members.

The Trustees' report, incorporating a strategic report, was approved by order of the Board of Trustees, as the company directors, on 12 December 2019 and signed on its behalf by:



Mr D Conway  
Chair

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## GOVERNANCE STATEMENT

**FOR THE YEAR ENDED 31 AUGUST 2019**

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### Scope of responsibility

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

The Board of Trustees has delegated the day-to-day responsibility to the Head Teacher, as Accounting Officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreement between Holy Trinity Church Of England Academy 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

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 5 times during the year. Attendance during the year at meetings of the Board of Trustees was as follows:

Trustees	Meetings attended	Out of possible
Mr D Conway (Chair )	5	5
Reverend R Kenway (Vice Chair)	5	5
Mrs K Riccalton (Staff Trustee) (Resigned 31 August 2019)	5	5
Mr G Shore (Head Teacher)	5	5
Mrs C Thornton (Resigned 31 August 2019)	0	5
Mrs J Warnett (Resigned 27 February 2019)	2	3
Mr J Gibson (Resigned 31 August 2019)	2	5
Mrs A Milford-Silver (Staff Trustee)	4	5
Mr S J Colby	4	5
Mr M C Snell	4	5
Ms R C Wood	5	5
Mrs R Caldecott (Staff Trustee) (Appointed 19 September 2019)		

An informal review of governance was carried out during the year. This led to two parent governors becoming foundation governors and the recruitment of another foundation governor. Two further potential foundation governors have been approved by the PCC and their recruitment will follow the process set out by the Salisbury Diocesan Board of Education.

The CASPER review (Challenge and Support Peer Review) reviewed the role of the maths link governor and his expertise and role in the governing body's oversight of mathematics. 'The link Governor is knowledgeable about the subject area and spoke with confidence about initiatives and data. He knows the areas for development and why they are being targeted. As a result of his knowledge, he is able to provide a good balance of challenge and support to the subject leader.'

The Chair has attended safeguarding training for governors and has attending the annual Wiltshire LA governors conference with another foundation governor from Holy Trinity. In addition, the Chair has worked to set up a local cluster group with other governors and is mentoring a new chair of governors at a local church primary school. The chair has enrolled on Leading Governance Development for Chairs course for 2019/2020.

A review and self-evaluation of governance will commence from January 2020, when the governing body will comprise of thirteen trustees (including five new governors).

The board met five times last year, effective oversight is maintained through weekly meeting between the headteacher and chair of governors. Reports from internal auditors are also sent to the finance and premises committee for their comments.

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## GOVERNANCE STATEMENT (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2019

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The Finance Committee is a sub-committee of the main Board of Trustees. Its purpose is to monitor the income and expenditure prior to the full Board of Trustees' meeting.

Attendance at meetings in the year was as follows:

Trustees	Meetings attended	Out of possible
Mr D Conway (Chair )	2	3
Mrs K Riccalton (Staff Trustee) (Resigned 31 August 2019)	3	3
Mr G Shore (Head Teacher)	3	3
Mrs J Warnett (Resigned 27 February 2019)	1	2
Mr S J Colby	3	3
Mr M C Snell	1	3

#### Review of value for money

As accounting officer the Head teacher has responsibility for ensuring that the Academy 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 primary areas where the trust has achieved value for money are as follows:

#### Educational outcomes have continued to be very good.

In reception class, 69% reached a good level of development at the end of EYFS. This is broadly in line with national averages (72%) and local authority (72%). We would have been in line, but a child who achieved a good level of development left at the end of the year.

At Year 1, overall attainment in the phonics screening was broadly in line with the national average and Local authority average.

At Year 2, the results are above with national averages in reading, writing and mathematics.

Key Stage 2 data is above the national and local authority average in every measure in reading, writing and mathematics. The combined measure for children achieving the expected standard in reading, writing and mathematics was 17% higher than the national average.

There are no statutory assessments in other year groups, but assessments indicate that children continue to make good and outstanding progress across the school. This is measured at the end of each year group, where many children are at the expected age-related standard or beyond in many curriculum areas.

#### Buildings and premises

The school continues to spend money on maintaining the integrity of the ageing school buildings.

#### Contracts

The school has benefited from renegotiated contracts and/or changed suppliers to ensure better value for money in the following areas: telephones, waste disposal, educational resources, photocopiers, Capita support. Some of these changes were made in the previous financial year but the benefits have been realised in this period.

Andrew Whittock has a rolling contract as our ICT technician and has again supported Holy Trinity through a heavy investment in developing the ICT infrastructure.



# **HOLY TRINITY CHURCH OF ENGLAND ACADEMY**

## **GOVERNANCE STATEMENT (CONTINUED)**

***FOR THE YEAR ENDED 31 AUGUST 2019***

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### **Staff training and deployment**

The academy has a very good mix of staff at present. We have recently appointed a newly qualified teacher, following the promotion of a more experienced teacher. The newly qualified teacher appointed in September 2018 passed her NQT year.

Interventions are targeted towards children who have learning difficulties, are disadvantaged or whose attainment is lower than expected. Some of this work is one-to-one and some is in small groups. This spending is fully itemised and evaluated in the school's provision map and SEND SEF, which shows good progress by these children from their starting points. The academy also publishes a separate evaluation of pupil premium spending which shows these children progressing in line with others in the school, i.e. very well. This evaluation is available on the school website (<http://holytrinitycalne.co.uk/>).

The school also received a sport premium grant of approximately £18,000. This grant is separately evaluated and a report is published on the school website. The grant was used primarily to employ specialist teachers who delivered high quality teaching for children and professional development for staff.

The school employs a speech therapist directly from the Swindon NHS trust at a cost of £6700. This brings instant access to very high-quality speech therapy, something which is unavailable through other channels. Children receive the very best input at the earliest stage, maximising the effect of the therapy. The speech therapist also trains staff and meets with parents to provide advice.

The main school improvement foci come from our most recent Ofsted Inspection in March 2016. We are further developing the role of the subject leader, enriching our provision for more able learners and developing a more robust School Improvement Action Plan.

Holy Trinity has 211 children on roll (this includes one child, who is a permitted exception). We continue to be a highly popular academy and although we are full, we continue to have a number of children placed on our waiting list.

### **Governor Training**

The Chair of Governors continues to go on training updates to fully complement his role as Chair, such as safeguarding.

The governors have attended updates on the IDSR, ASP, FFT data and the School Improvement and Development Plan led by the headteacher. This has led to a greater understanding of the data and how it can be used to drive improvement.

### **Collaboration**

The school has significant collaborations with:

- Three outstanding primary academies for sharing good practice and developing succession planning as a small group of Single Academy Trusts (meetings during the year and frequent email contact). This creates opportunities for free staff development.
- The Headteacher is a member of Wiltshire's Primary Heads Forum.
- The Diocese of Salisbury Board of Education. Through this link the school has received a number of visitors during the year from schools aiming to develop their premises and curriculums.
- Partner schools abroad. We have continued to correspond with French schools in order to build the children's knowledge of French language and culture.
- As part of our Full International Schools Award renewal we have supported another school to gain the Intermediate stage of the award for the first time.

# **HOLY TRINITY CHURCH OF ENGLAND ACADEMY**

## **GOVERNANCE STATEMENT (CONTINUED)**

**FOR THE YEAR ENDED 31 AUGUST 2019**

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- The Calne Cluster Heads are working together to create a system of collaborative support based on local and individual school needs (including the new GDPR legislation).
- Holy Trinity joined the CASPeR programme (Challenge and Support Peer Review) to develop school improvement both in Holy Trinity, Heddington and Cherhill primary schools.
- The headteacher has continued to in his role as a KS1 moderator for the local authority.
- The local secondary school. Children in key stage 2 make regular visits for curriculum enrichment activities.

### **New initiatives -**

- Holy Trinity has continued to develop the key lines of enquiry from its previous inspection -developing middle leaders, improving the school action plan and developing middle leaders (including subject leadership).
- The CASPeR Programme
- Addressing staff wellbeing
- Attendance for the year overall was in the good to outstanding range. Significant action has been taken to improve attendance.

### **Opportunities to achieve better value for money in the future**

Everyone associated with the academy continually strives to maximise the public benefit from the funds which we receive. In the current year we have again faced considerable tightening of finances due to a below-costs increase in the school budget and increasing staffing costs, particularly pension contributions.

Our first aim is to maintain the quality of provision that we have established, using fewer resources. In order to achieve this we will continue to:

- examine and review all contracts and ensure best value during renegotiations.
- budget over a five year period in order to anticipate and plan for difficult decisions
- seek to take advantage of staff turnover to replace more expensive staff with less expensive where possible.
- invest wisely in the buildings, including bidding for additional revenue streams, in order to cut long term running and maintenance costs.

We have appointed a Pastoral Support Manager, who has been able to support children and remove any external obstacles to their learning. This contributes to the effectiveness of their education and will save the school money employing external expertise in these areas. The academy has lost the services of a parent support adviser after a restructuring at the local secondary school.

Through careful school development planning and investment in staff training we also aim to continually improve the quality of education at the school and the attainment and progress of its children. The school has a strong track record of achieving this and clear plans for the future.

### **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 on-going process designed to identify and prioritise the risks to the achievement of Academy 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 Holy Trinity Church Of England Academy for the period 1 September 2018 to 31 August 2019 and up to the date of approval of the annual report and accounts.

# **HOLY TRINITY CHURCH OF ENGLAND ACADEMY**

## **GOVERNANCE STATEMENT (CONTINUED)**

### **FOR THE YEAR ENDED 31 AUGUST 2019**

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#### **Capacity to handle risk**

The board of Trustees has reviewed the key risks to which the Academy 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 Academy Trust's significant risks that has been in place for the period 1 September 2018 to 31 August 2019 and up to the date of approval of the annual report and accounts. This process is regularly reviewed by the Board of Trustees.

#### **The risk and control framework**

The Academy 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:

- 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 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 have appointed Mr Grant Davis (Strategic Finance Support Manager from Wiltshire Local Authority Accounting and Budget Support Team) as internal auditor. The internal auditor's role includes giving advice on financial matters and performing a range of checks on the Academy's financial systems. On a regular basis, the internal auditor reports to the Governing Body on the operation of the systems of control and on the discharge of the Governing Body's financial responsibilities.

The checks carried out in the current period included:-

- Payroll and personnel processes;
- Financial administration and governance; and
- Financial controls, planning and monitoring.

During the period the Trustees received 2 reports from the internal auditor which contained no matters above a low risk. All matters identified were addressed promptly and to the satisfaction of the internal auditor.

#### **Review of effectiveness**

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

# **HOLY TRINITY CHURCH OF ENGLAND ACADEMY**

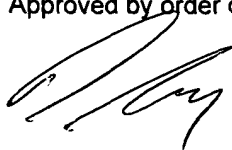
## **GOVERNANCE STATEMENT (CONTINUED)**

**FOR THE YEAR ENDED 31 AUGUST 2019**

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The accounting officer has been advised of the implications of the result of their review of the system of internal control by the finance committee and a plan to address weaknesses and ensure continuous improvement of the system is in place.

Approved by order of the Board of Trustees on 12 December 2019 and signed on its behalf by:



Mr D Conway  
Chair



Mr G Shore  
Head Teacher

# **HOLY TRINITY CHURCH OF ENGLAND ACADEMY**

## **STATEMENT OF REGULARITY, PROPRIETY AND COMPLIANCE**

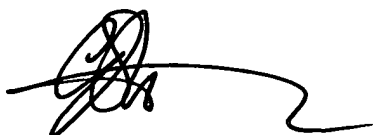
**FOR THE YEAR ENDED 31 AUGUST 2019**

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As accounting officer of Holy Trinity Church of England Academy I have considered my responsibility to notify the Academy Trust Board of Trustees and the Education & Skills Funding Agency (ESFA) of material irregularity, impropriety and non-compliance with terms and conditions of all funding received by the academy trust, 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 2018.

I confirm that I and the Academy Trust's 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 2018.

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 G Shore  
Accounting Officer

12 December 2019

# **HOLY TRINITY CHURCH OF ENGLAND ACADEMY**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 AUGUST 2019***

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The trustees (who are also the directors of Holy Trinity Church of England Academy for the purposes of company law) are responsible for preparing the Trustees' report and the accounts in accordance with the Academies Accounts Direction 2018 to 2019 published by the Education & 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 accounts for each financial year. Under company law, the Trustees must not approve the accounts 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 accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 and the Academies Accounts Direction 2018 to 2019;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts 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 accounts 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 that 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 accounts may differ from legislation in other jurisdictions.

Approved by order of the members of the Board of Trustees on 12 December 2019 and signed on its behalf by:



Mr D Conway  
Chair

# **HOLY TRINITY CHURCH OF ENGLAND ACADEMY**

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HOLY TRINITY CHURCH OF ENGLAND ACADEMY**

**FOR THE YEAR ENDED 31 AUGUST 2019**

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### **Opinion**

We have audited the accounts of Holy Trinity Church of England Academy for the year ended 31 August 2019 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the accounts, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice), the Charities SORP 2015 and the Academies Accounts Direction 2018 to 2019 issued by the Education & Skills Funding Agency.

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2019 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006; and
- have been prepared in accordance with the Charities SORP 2015 and the Academies Accounts Direction 2018 to 2019.

### **Basis for 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 accounts' section of our report. We are independent of the Academy Trust in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC'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 accounts is not appropriate; or
- the Trustees have not disclosed in the accounts any identified material uncertainties that may cast significant doubt about the Academy Trust's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the accounts are authorised for issue.

### **Other information**

The Trustees are responsible for the other information, which comprises the information included in the annual report other than the accounts and our auditor's report thereon. Our opinion on the accounts does not cover the other 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 accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts 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 accounts 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.

### **Opinions 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 including the incorporated strategic report for the financial year for which the accounts are prepared is consistent with the accounts; and
  - the Trustees' report including the incorporated strategic report have been prepared in accordance with applicable legal requirements.
-

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HOLY TRINITY CHURCH OF ENGLAND ACADEMY (CONTINUED)

**FOR THE YEAR ENDED 31 AUGUST 2019**

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

In the light of the knowledge and understanding of the Academy Trust and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report, including the incorporated strategic 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 accounts are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

### **Responsibilities of Trustees**

As explained more fully in the statement of Trustees' responsibilities, the Trustees are responsible for the preparation of the accounts 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 accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the Trustees are responsible for assessing the Academy 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 charitable company, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the accounts**

Our objectives are to obtain reasonable assurance about whether the accounts 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 accounts.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



**Mr Julian Pocock (Senior Statutory Auditor)**  
for and on behalf of David Owen & Co

**Chartered Accountants**  
**Statutory Auditor**

13 December 2019

17 The Market Place  
Devizes  
Wiltshire  
SN10 1HT



# **HOLY TRINITY CHURCH OF ENGLAND ACADEMY**

## **INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO HOLY TRINITY CHURCH OF ENGLAND ACADEMY AND THE EDUCATION & SKILLS FUNDING AGENCY**

**FOR THE YEAR ENDED 31 AUGUST 2019**

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In accordance with the terms of our engagement letter dated 12 September 2016 and further to the requirements of the Education & Skills Funding Agency (ESFA) as included in the Academies Accounts Direction 2018 to 2019, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by Holy Trinity Church of England Academy during the period 1 September 2018 to 31 August 2019 have been applied to the purposes identified by Parliament and the financial transactions conform to the authorities which govern them.

This report is made solely to Holy Trinity Church of England Academy and ESFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to the Holy Trinity Church of England Academy and 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 Holy Trinity Church of England Academy and ESFA, for our work, for this report, or for the conclusion we have formed.

### **Respective responsibilities of Holy Trinity Church of England Academy's accounting officer and the reporting accountant**

The accounting officer is responsible, under the requirements of Holy Trinity Church of England Academy's funding agreement with the Secretary of State for Education dated 1 May 2012 and the Academies Financial Handbook, extant from 1 September 2018, 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 2018 to 2019. We report to you whether anything has come to our attention in carrying out our work which suggests that in all material respects, expenditure disbursed and income received during the period 1 September 2018 to 31 August 2019 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 2018 to 2019 issued by 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 Academy Trust's income and expenditure.

The work undertaken to draw our conclusion includes:

- A review of the internal controls, policies and procedures that have been implemented and an assessment of their effectiveness.
- Detailed substantive testing of transactions and checking the financial controls were functioning as intended.
- Inspection of accounting records, meeting minutes, management representations and declarations of interest.
- A review of reports commissioned by the trustees of the effectiveness of financial controls, systems transactions and risks.

# **HOLY TRINITY CHURCH OF ENGLAND ACADEMY**

## **INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO HOLY TRINITY CHURCH OF ENGLAND ACADEMY AND THE EDUCATION & SKILLS FUNDING AGENCY (CONTINUED)**

***FOR THE YEAR ENDED 31 AUGUST 2019***

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### **Conclusion**

In the course of our work, nothing has come to our attention which suggests that in all material respects the expenditure disbursed and income received during the period 1 September 2018 to 31 August 2019 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

*David Owen & Co*

### **Reporting Accountant**

David Owen & Co  
17 The Market Place  
Devizes  
Wiltshire  
SN10 1HT

Dated: 13 December 2019

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2019

	Notes	Unrestricted Funds £	Restricted funds: General £ Fixed asset £	Total 2019 £	Total 2018 £
<b>Income and endowments from:</b>					
Donations and capital grants	3	1,126	9,658	19,876	30,660
Charitable activities:					
- Funding for educational operations	4	-	883,229	-	883,229
Other trading activities	5	1,200	42,049	-	43,249
Investments	6	64	-	-	64
<b>Total</b>		<b>2,390</b>	<b>934,936</b>	<b>19,876</b>	<b>957,202</b>
<b>Expenditure on:</b>					
Charitable activities:					
- Educational operations	8	-	955,357	37,573	992,930
<b>Total</b>	7	<b>-</b>	<b>955,357</b>	<b>37,573</b>	<b>992,930</b>
<b>Net income/(expenditure)</b>		<b>2,390</b>	<b>(20,421)</b>	<b>(17,697)</b>	<b>(35,728)</b>
<b>Other recognised gains/(losses)</b>					
Actuarial (losses)/gains on defined benefit pension schemes	18	-	(78,000)	-	(78,000)
<b>Net movement in funds</b>		<b>2,390</b>	<b>(98,421)</b>	<b>(17,697)</b>	<b>(113,728)</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		7,784	(126,305)	1,891,978	1,773,457
Total funds carried forward		10,174	(224,726)	1,874,281	1,659,729

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2019

Comparative year information Year ended 31 August 2018	Notes	Unrestricted	Restricted funds:		Total
		Funds	General	Fixed asset	2018
		£	£	£	£
<b>Income and endowments from:</b>					
Donations and capital grants	3	1,339	8,489	17,341	27,169
Charitable activities:					
- Funding for educational operations	4	-	845,265	-	845,265
Other trading activities	5	600	42,683	-	43,283
Investments	6	82	-	-	82
<b>Total</b>		<u>2,021</u>	<u>896,437</u>	<u>17,341</u>	<u>915,799</u>
<b>Expenditure on:</b>					
Charitable activities:					
- Educational operations	8	-	969,172	36,154	1,005,326
<b>Total</b>	7	<u>-</u>	<u>969,172</u>	<u>36,154</u>	<u>1,005,326</u>
<b>Net income/(expenditure)</b>		2,021	(72,735)	(18,813)	(89,527)
Transfers between funds	16	(9,000)	36,796	(27,796)	-
<b>Other recognised gains/(losses)</b>					
Actuarial gains on defined benefit pension schemes	18	-	92,000	-	92,000
<b>Net movement in funds</b>		(6,979)	56,061	(46,609)	2,473
<b>Reconciliation of funds</b>					
Total funds brought forward		14,763	(182,366)	1,938,587	1,770,984
Total funds carried forward		<u>7,784</u>	<u>(126,305)</u>	<u>1,891,978</u>	<u>1,773,457</u>

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## BALANCE SHEET

AS AT 31 AUGUST 2019

	Notes	2019 £	£	2018 £	£
<b>Fixed assets</b>					
Tangible assets	12		1,806,043		1,843,616
<b>Current assets</b>					
Debtors	13	38,668		30,161	
Cash at bank and in hand		80,927		63,928	
		119,595		94,089	
<b>Current liabilities</b>					
Creditors: amounts falling due within one year	14	(34,909)		(37,248)	
<b>Net current assets</b>			84,686		56,841
<b>Net assets excluding pension liability</b>			1,890,729		1,900,457
Defined benefit pension scheme liability	18		(231,000)		(127,000)
<b>Total net assets</b>			1,659,729		1,773,457
<b>Funds of the Academy Trust:</b>					
<b>Restricted funds</b>	16				
- Fixed asset funds			1,874,281		1,891,978
- Restricted income funds			6,274		695
- Pension reserve			(231,000)		(127,000)
<b>Total restricted funds</b>			1,649,555		1,765,673
<b>Unrestricted income funds</b>	16		10,174		7,784
<b>Total funds</b>			1,659,729		1,773,457

The accounts were approved by the Trustees and authorised for issue on 12 December 2019 and are signed on their behalf by:

  
Mr D Conway  
Chair

Company Number 08045401

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 AUGUST 2019

	Notes	2019 £	£	2018 £	£
<b>Cash flows from operating activities</b>					
Net cash used in operating activities	19		(2,941)		(45,137)
<b>Cash flows from investing activities</b>					
Dividends, interest and rents from investments		64		82	
Capital grants from DfE Group		19,876		6,341	
Capital funding received from sponsors and others		-		11,000	
Purchase of tangible fixed assets		-		(6,990)	
<b>Net cash provided by investing activities</b>			19,940		10,433
<b>Net increase/(decrease) in cash and cash equivalents in the reporting period</b>			16,999		(34,704)
Cash and cash equivalents at beginning of the year			63,928		98,632
<b>Cash and cash equivalents at end of the year</b>			80,927		63,928

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 AUGUST 2019

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#### 1 Accounting policies

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

##### 1.1 Basis of preparation

The accounts 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 2018 to 2019 issued by ESFA, the Charities Act 2011 and the Companies Act 2006.

Holy Trinity Church of England Academy meets the definition of a public benefit entity under FRS 102.

##### 1.2 Going concern

The Trustees assess whether the use of going concern is appropriate, ie whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charitable company 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 accounts 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 accounts.

##### 1.3 Income

All incoming resources are recognised when the Academy Trust has entitlement to the funds, the receipt is probable and the amount can be measured reliably.

###### Grants receivable

Grants are included in the statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of meeting any performance-related conditions there is not unconditional entitlement to the income and its recognition is deferred and included in creditors as deferred income until the performance-related conditions are met. 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 period 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 in full when there is an unconditional entitlement to the grant. Unspent amounts of capital grants are reflected in the balance sheet in the restricted fixed asset fund. Capital grants are recognised when there is entitlement and are not deferred over the life of the asset on which they are expended.

###### Donations

Donations are recognised on a receivable basis (where there are no performance-related conditions) where the receipt is probable and the amount can be reliably measured.

###### Other income

Other income, including the hire of facilities, is recognised in the period it is receivable and to the extent the Academy Trust has provided the goods or services.

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

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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 are allocated on the portion of the asset's use.

All resources expended are inclusive of irrecoverable VAT.

#### Expenditure on raising funds

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

#### Charitable activities

These are costs incurred on the Academy Trust's educational operations, including support costs and costs relating to the governance of the Academy Trust apportioned to charitable activities.

#### Governance costs

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

#### 1.5 Tangible fixed assets and depreciation

Assets costing £1,000 or more are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any provision for impairment.

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

Part of the freehold land and buildings within these financial statements are owned by the current Vicar and Churchwardens of the Parish of Calne, The Academy Trust has the use thereof under a licence which is terminable by giving two years written notice. The academy Trustees, having taken appropriate advice, have decided to include the land and buildings as an asset in the financial statements in order to comply with guidance given in the "Academies Accounts Direction 2017 to 2018 (SORP 2015)" issued by the Education Funding Agency. This Direction highlights the requirement for financial statements to reflect the substance of a transaction and not merely the legal form thereof. The land and buildings are recognised as an asset on the basis that the academy trust has the ability to operate the academy from the property as a going concern without incurring an expense for the use of that property.

The Academy Trust owns the freehold of the other part of the school land and buildings not owned by the Vicar and Churchwardens of the Parish of Calne.



# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2019

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### 1 Accounting policies

(Continued)

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

Freehold land and buildings	50 years straight line on buildings
Computer equipment	3 years straight line
Fixtures, fittings & equipment	4 years 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.

#### 1.6 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 Academy Trust anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods of services it must provide.

#### 1.7 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

#### 1.8 Financial instruments

The Academy Trust only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the Academy Trust and their measurement basis are as follows.

##### Financial assets

Trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

Cash at bank is classified as a basic financial instrument and is measured at face value.

##### Financial liabilities

Trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition.

Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

#### 1.9 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 chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### 1.10 Pensions benefits

Retirement benefits to employees of the Academy Trust are provided by the Teachers' Pension Scheme ('TPS') and the Local Government Pension Scheme ('LGPS'). These are defined benefit schemes and the assets are held separately from those of the Academy Trust.

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

---

### 1 Accounting policies

(Continued)

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. The TPS is an unfunded multi-employer scheme with no underlying assets to assign between employers. Consequently, the TPS is treated as a defined contribution scheme for accounting purposes and the contributions are recognised in the period to which they relate.

The LGPS is a funded multi-employer 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 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.

#### 1.11 Fund accounting

Unrestricted income funds represent those resources which may be used towards meeting any of the charitable objects of the Academy 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 Education Funding Agency where the asset acquired or created is held for a specific purpose.

If a capital funded project is treated as being revenue in nature for accounting purposes, a transfer will be made from restricted fixed asset funds to restricted general funds.

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

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2019

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#### 2 Critical accounting estimates and areas of judgement

Accounting estimates and judgements 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 or income for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 18, 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 2013 has been used by the actuary in valuing the pensions liability at 31 August 2019. 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.

The estimated useful economic lives of tangible fixed assets are based on management's judgement and experience. The carrying values of tangible fixed assets are evaluated for impairment whenever circumstances indicate, in management's judgement, that the carrying value of such assets may not be recoverable.

#### 3 Donations and capital grants

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Capital grants	-	19,876	19,876	17,341
Other donations	1,126	9,658	10,784	9,828
	<u>1,126</u>	<u>29,534</u>	<u>30,660</u>	<u>27,169</u>

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

### 4 Funding for the Academy Trust's educational operations

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
<b>DfE / ESFA grants</b>				
General annual grant (GAG)	-	773,347	773,347	755,867
Other DfE group grants	-	78,361	78,361	66,927
	-	851,708	851,708	822,794
<b>Other government grants</b>				
Local authority grants	-	16,418	16,418	17,267
<b>Other funding</b>				
Other incoming resources	-	15,103	15,103	5,204
<b>Total funding</b>	-	883,229	883,229	845,265

### 5 Other trading activities

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Hire of facilities	1,200	-	1,200	600
Parental contributions	-	23,292	23,292	23,969
Other income	-	18,757	18,757	18,714
	1,200	42,049	43,249	43,283

### 6 Investment income

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Other investment income	64	-	64	82

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

### 7 Expenditure

	Staff costs	Non Pay Expenditure		Total	Total
	£	Premises	Other	2019	2018
	£	£	£	£	£
Academy's educational operations					
- Direct costs	609,188	-	72,901	682,089	665,675
- Allocated support costs	155,926	82,955	71,960	310,841	339,651
	<u>765,114</u>	<u>82,955</u>	<u>144,861</u>	<u>992,930</u>	<u>1,005,326</u>

Net income/(expenditure) for the year includes:

	2019	2018
	£	£
Fees payable to auditor for:		
- Audit	5,150	5,000
- Other services	795	850
Operating lease rentals	3,652	4,558
Depreciation of tangible fixed assets	37,573	36,154
Net interest on defined benefit pension liability	3,000	5,000
	<u>50,170</u>	<u>50,362</u>

### 8 Charitable activities

	2019	2018
	£	£
All from restricted funds:		
<b>Direct costs</b>		
Educational operations	682,089	665,675
<b>Support costs</b>		
Educational operations	310,841	339,651
	<u>992,930</u>	<u>1,005,326</u>

	2019	2018
	£	£
<b>Analysis of support costs</b>		
Support staff costs	154,793	149,644
Depreciation	37,573	36,154
Technology costs	14,837	14,668
Premises costs	45,382	81,188
Other support costs	49,564	48,578
Governance costs	8,692	9,419
	<u>310,841</u>	<u>339,651</u>

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

### 9 Staff

#### Staff costs

Staff costs during the year were:

	2019 £	2018 £
Wages and salaries	571,927	562,011
Social security costs	44,550	43,670
Pension costs	134,321	131,093
Amounts paid to employees	750,798	736,774
Agency staff costs	14,316	12,977
Amounts paid to staff	765,114	749,751
Staff development and other staff costs	16,937	19,353
Total staff expenditure	782,051	769,104

#### Staff numbers

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

	2019 Number	2018 Number
Teachers	9	10
Administration and support	27	25
Management	3	3
	39	38

#### Higher paid staff

There were no employees whose annual remuneration was £60,000 or more.

#### Key management personnel

The key management personnel of the Academy Trust comprise the Trustees and the 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 £237,064 (2018: £238,147).

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2019

#### 10 Trustees' remuneration and expenses

The headteacher and other staff Trustees only receive remuneration in respect of services they provide undertaking the roles of headteacher and staff, and not in respect of their services as Trustees. Other Trustees did not receive any payments, other than expenses, from the Academy Trust in respect of their role as Trustees. During the year no travel and subsistence payments were reimbursed to Trustees.

The value of Trustees' remuneration was as follows:

##### G Shore (Headteacher)

Remuneration £55,000 - £60,000 (2018: 50,000 - £55,000)

Employer's pension contributions £5,000 - £10,000 (2018: £5,000 - £10,000)

##### K Riccalton (Staff Trustee)

Remuneration £5,000 - £10,000 (2018: £10,000 - £15,000)

Employer's pension contributions £0 - £5,000 (2018: £0 - £5,000)

##### A Silver (Staff Trustee)

Remuneration £35,000 - £40,000 (2018: £35,000 - £40,000)

Employer's pension contributions £5,000 - £10,000 (2018: £5,000 - £10,000)

Other related party transactions involving the Trustees are set out within the related parties note.

#### 11 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 Trust 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.

#### 12 Tangible fixed assets

	Freehold land and buildings £	Computer equipment £	Fixtures, fittings & equipment £	Total £
<b>Cost</b>				
At 1 September 2018 and 31 August 2019	2,030,000	22,491	34,468	2,086,959
<b>Depreciation</b>				
At 1 September 2018	196,201	20,063	27,079	243,343
Charge for the year	32,700	2,172	2,701	37,573
At 31 August 2019	228,901	22,235	29,780	280,916
<b>Net book value</b>				
At 31 August 2019	1,801,099	256	4,688	1,806,043
At 31 August 2018	1,833,799	2,428	7,389	1,843,616

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

### 12 Tangible fixed assets

(Continued)

Part of the freehold land and buildings within these financial statements are owned by the current Vicar and Churchwardens of the Parish of Calne, the Academy Trust has the use thereof under a licence which is terminable by giving two years written notice. The academy Trustees have decided to include the property in these financial statements following the guidance given in the "Academies Accounts Direction 2018 to 2019 (SORP 2015)" issued by the Education Funding Agency and as described in the accounting policies. The Academy Trust owns the freehold of the other school land and buildings not owned by the Vicar and Churchwardens of the Parish of Calne.

The entire property was last professionally valued in August 2013.

13 Debtors	2019 £	2018 £
VAT recoverable	27,247	15,586
Other debtors	5,032	7,613
Prepayments and accrued income	6,389	6,962
	<u>38,668</u>	<u>30,161</u>
	<u><u>38,668</u></u>	<u><u>30,161</u></u>
14 Creditors: amounts falling due within one year	2019 £	2018 £
Trade creditors	3,003	-
Other taxation and social security	10,336	11,100
Accruals and deferred income	21,570	26,148
	<u>34,909</u>	<u>37,248</u>
	<u><u>34,909</u></u>	<u><u>37,248</u></u>
15 Deferred income	2019 £	2018 £
Deferred income is included within:		
Creditors due within one year	16,570	19,906
	<u>16,570</u>	<u>19,906</u>
	<u><u>16,570</u></u>	<u><u>19,906</u></u>
Deferred income at 1 September 2018	19,906	22,804
Released from previous years	(19,906)	(22,804)
Amounts deferred in the year	16,570	19,906
	<u>16,570</u>	<u>19,906</u>
	<u><u>16,570</u></u>	<u><u>19,906</u></u>
Deferred income at 31 August 2019	16,570	19,906
	<u>16,570</u>	<u>19,906</u>
	<u><u>16,570</u></u>	<u><u>19,906</u></u>



# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

### 16 Funds

	Balance at 1 September 2018 £	Income £	Expenditure £	Gains, losses and transfers £	Balance at 31 August 2019 £
<b>Restricted general funds</b>					
General Annual Grant (GAG)	-	773,347	(773,347)	-	-
Other DfE / ESFA grants	-	78,361	(78,361)	-	-
Other government grants	-	16,418	(16,418)	-	-
Other restricted funds	695	66,810	(61,231)	-	6,274
Pension reserve	(127,000)	-	(26,000)	(78,000)	(231,000)
	<u>(126,305)</u>	<u>934,936</u>	<u>(955,357)</u>	<u>(78,000)</u>	<u>(224,726)</u>
<b>Restricted fixed asset funds</b>					
Inherited on conversion	1,833,799	-	-	-	1,833,799
DfE group capital grants	58,179	19,876	(37,573)	-	40,482
	<u>1,891,978</u>	<u>19,876</u>	<u>(37,573)</u>	<u>-</u>	<u>1,874,281</u>
<b>Total restricted funds</b>	<u>1,765,673</u>	<u>954,812</u>	<u>(992,930)</u>	<u>(78,000)</u>	<u>1,649,555</u>
<b>Unrestricted funds</b>					
General funds	7,784	2,390	-	-	10,174
<b>Total funds</b>	<u>1,773,457</u>	<u>957,202</u>	<u>(992,930)</u>	<u>(78,000)</u>	<u>1,659,729</u>

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

The General Annual Grant, other DfE/EFA and other government grants are amounts received from the Education Funding Agency or the local authority to be spent by the Academy Trust on the normal running costs of the Academy.

Other restricted funds include contributions received from parents for specific purposes.

Under the funding agreement with the Secretary of State, the Academy Trust was not subject to a limit on the amount of GAG that it could carry forward at 31 August 2019.

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

### 16 Funds

(Continued)

Comparative information in respect of the preceding period is as follows:

	Balance at 1 September 2017 £	Income £	Expenditure £	Gains, losses and transfers £	Balance at 31 August 2018 £
<b>Restricted general funds</b>					
General Annual Grant (GAG)	-	755,867	(783,663)	27,796	-
Other DfE / ESFA grants	-	66,927	(66,927)	-	-
Other government grants	-	17,267	(17,267)	-	-
Other restricted funds	6,634	56,376	(71,315)	9,000	695
Pension reserve	(189,000)	-	(30,000)	92,000	(127,000)
	<u>(182,366)</u>	<u>896,437</u>	<u>(969,172)</u>	<u>128,796</u>	<u>(126,305)</u>
<b>Restricted fixed asset funds</b>					
Transfer on conversion	1,866,499	-	(32,700)	-	1,833,799
DfE group capital grants	72,088	17,341	(3,454)	(27,796)	58,179
	<u>1,938,587</u>	<u>17,341</u>	<u>(36,154)</u>	<u>(27,796)</u>	<u>1,891,978</u>
<b>Total restricted funds</b>	<u>1,756,221</u>	<u>913,778</u>	<u>(1,005,326)</u>	<u>101,000</u>	<u>1,765,673</u>
<b>Unrestricted funds</b>					
General funds	14,763	2,021	-	(9,000)	7,784
<b>Total funds</b>	<u>1,770,984</u>	<u>915,799</u>	<u>(1,005,326)</u>	<u>92,000</u>	<u>1,773,457</u>

### 17 Analysis of net assets between funds

	Unrestricted Funds £	Restricted funds: General £	Fixed asset £	Total Funds £
<b>Fund balances at 31 August 2019 are represented by:</b>				
Tangible fixed assets	-	-	1,806,043	1,806,043
Current assets	10,174	41,183	68,238	119,595
Creditors falling due within one year	-	(34,909)	-	(34,909)
Defined benefit pension liability	-	(231,000)	-	(231,000)
<b>Total net assets</b>	<u>10,174</u>	<u>(224,726)</u>	<u>1,874,281</u>	<u>1,659,729</u>

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

### 17 Analysis of net assets between funds

(Continued)

	Unrestricted Funds £	General £	Restricted funds: Fixed asset £	Total Funds £
<b>Fund balances at 31 August 2018 are represented by:</b>				
Tangible fixed assets	-	-	1,843,616	1,843,616
Current assets	7,784	34,225	52,080	94,089
Creditors falling due within one year	-	(33,530)	(3,718)	(37,248)
Defined benefit pension liability	-	(127,000)	-	(127,000)
<b>Total net assets</b>	<b>7,784</b>	<b>(126,305)</b>	<b>1,891,978</b>	<b>1,773,457</b>

### 18 Pension and similar obligations

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

The pension costs are assessed in accordance with the advice of independent qualified actuaries. The latest actuarial valuation of the TPS related to the period ended 31 March 2012, and that of the LGPS related to the period ended 31 March 2016.

There were no outstanding or prepaid contributions at either the beginning or the end of the financial year.

#### Teachers' Pension Scheme

##### Introduction

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

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

##### Valuation of the Teachers' Pension Scheme

The Government Actuary, using normal actuarial principles, conducts a formal actuarial review of the TPS in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014 published by HM Treasury. The aim of the review is to specify the level of future contributions. Actuarial scheme valuations are dependent on assumptions about the value of future costs, design of benefits and many other factors. The latest actuarial valuation of the TPS was carried out as at 31 March 2012 and in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014. The valuation report was published by the Department for Education on 9 June 2014.

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

### 18 Pension and similar obligations

(Continued)

The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 16.48% of pensionable pay (including a 0.08% employer administration charge)
- total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £191,500 million, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £176,600 million giving a notional past service deficit of £14,900 million
- an employer cost cap of 10.9% of pensionable pay will be applied to future valuations
- the assumed real rate of return is 3.0% in excess of prices and 2% in excess of earnings. The rate of real earnings growth is assumed to be 2.75%. The assumed nominal rate of return is 5.06%

The TPS valuation for 2012 determined an employer rate of 16.4%, which was payable from September 2015. The next valuation of the TPS is currently underway based on April 2016 data, whereupon the employer contribution rate is expected to be reassessed and will be payable from 1 September 2019.

The employer's pension costs paid to the TPS in the period amounted to £63,554 (2018: £61,657).

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

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

#### Local Government Pension Scheme

The LGPS is a funded defined-benefit scheme, with the assets held in separate trustee-administered funds. The total contributions are as noted below. The agreed contribution rates for future years are 28.4 per cent for employers and 5.5 to 6.5 per cent for employees. The estimated value of employer contributions for the forthcoming year is £49,000.

The deficit is to be spread over future years with additional contributions from the academy being made through the monthly employer's contributions. Management have taken this additional cost into account in preparing their future budgets, thus the deficit is not believed to have a significant impact on the resources available for general application.

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.

Total contributions made	2019 £	2018 £
Employer's contributions	47,000	44,000
Employees' contributions	10,000	9,000
Total contributions	57,000	53,000

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2019

### 18 Pension and similar obligations

(Continued)

Principal actuarial assumptions	2019 %	2018 %
Rate of increase in salaries	2.7	2.7
Rate of increase for pensions in payment/inflation	2.4	2.4
Discount rate for scheme liabilities	1.8	2.7
Inflation assumption (CPI)	2.4	2.4

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

	2019 Years	2018 Years
Retiring today		
- Males	21.4	22.5
- Females	23.7	24.9
Retiring in 20 years		
- Males	22.3	24.1
- Females	25.1	26.7

Scheme liabilities would have been affected by changes in assumptions as follows:

	2019 £	2018 £
0.5% decrease in Real Discount Rate	103000	81000
0.5% increase in the Pension Increase Rate (CPI)	93000	74000
0.5% increase in the Salary Increase Rate	8000	7000

### The Academy Trust's share of the assets in the scheme

	2019 Fair value £	2018 Fair value £
Equities	625,000	547,000
Bonds	123,000	108,000
Property	114,000	100,000
Other assets	18,000	15,000
Total market value of assets	880,000	770,000

The actual return on scheme assets was £54,000 (2018: £60,000).

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2019

18 Pension and similar obligations		(Continued)
Amount recognised in the Statement of Financial Activities	2019 £	2018 £
Current service cost	66,000	69,000
Past service cost	4,000	-
Interest income	(22,000)	-
Interest cost	25,000	5,000
Total operating charge	73,000	74,000
Changes in the present value of defined benefit obligations		2019 £
At 1 September 2018		897,000
Current service cost		66,000
Interest cost		25,000
Employee contributions		10,000
Actuarial loss/(gain)		110,000
Benefits paid		(1,000)
Past service cost		4,000
At 31 August 2019		1,111,000
Changes in the fair value of the Academy Trust's share of scheme assets		2019 £
At 1 September 2018		770,000
Interest income		22,000
Actuarial gain		32,000
Employer contributions		47,000
Employee contributions		10,000
Benefits paid		(1,000)
At 31 August 2019		880,000

# HOLY TRINITY CHURCH OF ENGLAND ACADEMY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

### 19 Reconciliation of net expenditure to net cash flow from operating activities

	2019 £	2018 £
Net expenditure for the reporting period (as per the statement of financial activities)	(35,728)	(89,527)
Adjusted for:		
Capital grants from DfE and other capital income	(19,876)	(17,341)
Investment income receivable	(64)	(82)
Defined benefit pension costs less contributions payable	23,000	25,000
Defined benefit pension scheme finance cost	3,000	5,000
Depreciation of tangible fixed assets	37,573	36,154
(Increase)/decrease in debtors	(8,507)	19,099
(Decrease) in creditors	(2,339)	(23,440)
<b>Net cash used in operating activities</b>	<b>(2,941)</b>	<b>(45,137)</b>

### 20 Commitments under operating leases

At 31 August 2019 the total of the Academy Trust's future minimum lease payments under non-cancellable operating leases was:

	2019 £	2018 £
Amounts due within one year	3,633	3,538
Amounts due in two and five years	1,730	2,768
	<u>5,363</u>	<u>6,306</u>

### 21 Related party transactions

Owing to the nature of the Academy 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 Trustees have an interest. All transactions involving such organisations are conducted at arm's length and in accordance with the Academy Trust's financial regulations and normal procurement procedures.

No related party transactions took place in the period of account.

### 22 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 or she is a member, or within one year after he or she ceases to be a member, such amount as may be required, not exceeding £10, as stated in memorandum and articles of association, for the debts and liabilities contracted before he or she ceases to be a member.