

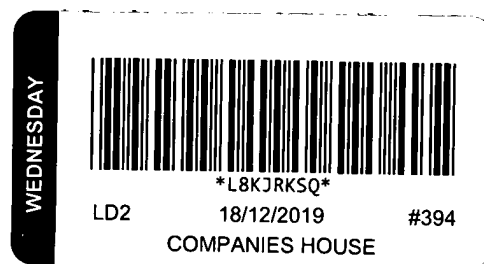
Company Registration No. 08603388 (England and Wales)

DOWNVIEW TRUST

(A COMPANY LIMITED BY GUARANTEE)

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2019



DOWNVIEW TRUST

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DOWNVIEW TRUST

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

Mrs S Hawthorn (Chair)
Mrs M Williams (Headteacher and accounting officer)
Mrs V M Morris (Resigned 1 September 2018)
Mr C J Pacey
Mrs J Twine (Staff)
Ms I M Hellyer (Staff)
Mr O Costen (Resigned 10 October 2019)
Mrs L Farrant
Mrs F Hawkins (Resigned 6 December 2018)
Mrs H Jones
Mr P S M Ansell (Resigned 11 July 2019)
Mrs E Priest (Resigned 6 December 2018)

Members

Mrs M Williams
Mrs S Hawthorn
Mr C J Pacey

Senior management team

- Headteacher	Mrs M Williams
- Deputy Headteacher	Mrs F Hawkins
- Senior Lead Learner	Mrs I Hellyer
- SENCO	Mrs L Jackson
- Foundation Year Lead Learner	Mrs Holloway
- Year 1 Lead Learner	Mrs F McKenzie
- Year 2 Lead Learner	Mrs E Oliver

Company registration number

08603388 (England and Wales)

Principal address and registered office

Wroxham Way
Felpham
Bognor Regis
West Sussex
PO22 8ER

Independent auditor

MHA Carpenter Box
Amelia House
Crescent Road
Worthing
West Sussex
BN11 1QR

Bankers

Lloyds Bank
1 West Street
Horsham
West Sussex
RH12 1PA

DOWNVIEW TRUST

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2019

The trustees present their annual report together with the accounts and independent auditor's report of the charitable company for the period 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.

The academy trust operates an academy for pupils aged 4 to 11 serving a catchment area in Bognor Regis. It has a pupil capacity of 540 and had a roll of 535 in the school census on 18 January 2019.

Structure, governance and management

Constitution

The academy trust is a company limited by guarantee and an exempt charity. The charitable company's memorandum and articles of association are the primary governing documents of the academy trust.

The trustees of Downview Trust are also the directors of the charitable company for the purposes of company law. The charitable company is known as Downview Trust.

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 they are a member, or within one year after they cease to be a member, such amount as may be required, not exceeding £10, for the debts and liabilities contracted before they ceased to be a member.

Trustees' indemnities

A trustee may benefit from any indemnity insurance purchased at the Academy Trust's expense to cover the liability of the trustees which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default or breach of trust or breach of duty of which they may be guilty in relation to the Academy Trust: provided that any such insurance shall not extend to (i) any claim arising from any act or omission which the trustees knew to be a breach of trust or breach of duty or which was committed by the trustees in reckless disregard to whether it was a breach of trust or breach of duty or not; and (ii) the costs of any unsuccessful defence to a criminal prosecution brought against the trustees in their capacity as directors of the Academy Trust.

Method of recruitment and appointment or election of trustees

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

- 3 members of the Academy Trust.
- A minimum of 2 parent trustees who are elected by parents of registered pupils of the academy. A parent trustee must be a parent of a pupil at the academy at the time when they are elected. Where a vacancy for a parent trustee is required to be filled by election, the Governing Body shall take such steps as are reasonably practicable to secure that every person known to them to be a parent of a registered pupil at the academy is informed of the vacancy and that it is required to be filled by election, informed that they are entitled to stand as a candidate, and vote at the election, and given the opportunity to do so.
- Up to 3 staff trustees appointed by the Governing Body (including the headteacher) who are employees of the Academy Trust. The total number of trustees who are employees of the Academy Trust shall not exceed one third of the total number of trustees.
- Up to 3 co-opted trustees. A co-opted trustee is appointed to be a director by being co-opted by trustees who have not themselves been so appointed.
- Up to 3 member appointed trustees. The members may appoint trustees through such process that they determine.

DOWNVIEW TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

Policies and procedures adopted for the induction and training of trustees

The Academy Trust has a Trustee Induction Policy. The training and induction of new trustees includes a tour of the academy and a chance to meet the staff and children. All trustees are provided with access to The Key, an online resource for school leaders, including regular updates on practice, legislation and guidance. A new trustee is provided with an experienced 'buddy'. All trustees are provided with a handbook, containing copies of policies, procedures, plans and other documents that will assist them in their role as trustees. The governing body as a whole engages in regular training delivered by school staff and individual trustees or external providers. Trustees are invited to attend INSET Days and contribute to whole school improvement planning.

Organisational structure

The Academy Trust has a leadership structure which consists of the Governors, the Senior Leadership Team (SLT) and Lead Learners. The aim of the leadership structure is to devolve and disperse responsibility and encourage involvement in decision making at all levels. The Headteacher is the Accounting Officer.

The SLT consists of the Headteacher, Deputy Headteacher, the Senior Lead Learner; a further three Lead Learners and SENCO who make up the school's management and operational team. This team controls the Academy Trust at an executive level implementing the policies laid down by the Governors and reporting back to them.

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

The Headteacher is responsible for the appointment of staff, though appointment panels for teaching posts always include a governor.

Arrangements for setting pay and remuneration of key management personnel

The arrangements for setting pay and remuneration of key management personnel are strictly in adherence with the school's Pay Policy. This policy sets out the framework for making decisions on teachers and support staff's pay. It has been developed to comply with current legislation and the requirements of the School Teacher's Pay and Conditions Document (STPCD).

In this school all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. Teachers and school leaders can expect to progress to the top of their pay range if they demonstrate continued good performance.

In the case of the leadership team, sustained, high quality performance, confirmed by the most recent appraisal, should give the individual an expectation of progression up the pay range.

Pay Progression

The governing body consider annually whether or not to increase the salary of members of the leadership who have completed a year of employment since the previous pay determination, and, if so, to what salary within the relevant pay range.

Pay Progression Based on Performance for the Leadership Group

The Governing Body consider annually, whether or not to increase the salary of members of the leadership group. This will be determined by an assessment of performance carried out by the appointed Governors responsible for appraising the Headteacher or, in the case of the Deputy, the Headteacher.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In this school we will ensure fairness by ensuring that objectives and assessments are consistent, the appointed governors will seek advice from an external adviser and for the deputy headteacher the head teacher and senior leadership team will quality assure appraisal arrangements, including moderating objectives.

DOWNVIEW TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

The evidence used includes:

- Objectives that have been set for the leadership group.
- Peer reviews.
- Statistical measures.
- Performance of tasks delivered over and above the objectives achieved.
- Impact on school improvement priorities.
- Children's outcomes and progress.
- Teachers' Standards.
- Behaviours and attitudes (including those specified in relation to personal and professional conduct as detailed in the Teachers' Standards).
- Advice of the independent advisor for the Headteacher, (or other external reports on the moderation of the school's progress).

Related parties and other connected charities and organisations

There are no related parties which either control or significantly influence the decisions and operations of Downview Primary School. There are no sponsors.

The school has a Parent Teacher Association which fund raises for the benefit of the children of Downview Primary School. This association is a registered Charity (no 1100187) .

Downview Primary School is part of the Felpham and Bognor (FAB) group of schools. The schools have a Memorandum of Understanding (MOU) to foster good relationships, to share best practice, and to exploit the opportunities of collaboration to deliver benefits in terms of both financial efficiency and educational standards.

Objectives and activities

Objects and aims

The principle object of the charitable company is the operation of Downview Primary School, to provide education and care for pupils of different abilities between the ages of 4 and 11.

In accordance with the Articles of Association the charitable company has adopted a Funding Agreement approved by the Secretary of State for Education. The Funding Agreement specifies, amongst other things:

- that the school has a curriculum that is balanced and broadly based;
- that it provides for pupils of different abilities; and
- that it provides education for pupils who are wholly or mainly drawn from the area in which the school is situated.

Objectives, strategies and activities

The principle objective of the Academy Trust is to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing schools offering a broad and balanced curriculum or educational institutions which are principally concerned with providing full-time or part-time education for children of compulsory school age who, by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless alternative provision is made for them.

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

At Downview Primary School we grow and learn together every day. For all children to reach their potential we aim to:

- ensure that teaching and learning is consistently of the highest quality
- provide an inspiring, supportive and safe environment
- enable every child to participate in all aspects of school life
- nurture and encourage each child to take their place in society as an active, responsible and respectful citizen

DOWNVIEW TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

Our school is a community in which an attitude of consideration and respect is promoted and in which children staff and parents are happy to be part of a happy and caring environment.

In order to achieve this, we will aim to:

- develop a wide range of skills for learning: Collaboration, Creativity, Communication, Independence and Resilience and Risk-taking
- develop self-confident and healthy individuals
- acquire essential knowledge and understanding in all areas of learning and experience foster an enthusiastic attitude to learning

Key priorities for the year are contained in our School Improvement Plan. Our main priorities for the year ended August 2019 were to improve learning in our school to raise standards and narrow the gap and for a higher percentage to attain end of year expectations, in particular;

- to raise achievement in maths with a particular focus on more able children
- to improve writing standards with a particular focus on more able children
- to improve reading standards with a particular focus on more able children
- to further improve the children's phonic and spelling knowledge
- to develop the children's use of accurate grammar
- to further develop assessment for learning practices and procedures, tracking and making judgments against end of year expectations
- to develop the school's outdoor learning provision

Public benefit

The trustees have complied with their duty to have due regard to the guidance on public benefit issued by the Charity Commission in exercising their powers and duties.

Strategic report

Achievements and performance

The Academy Trust continues to be popular with parents with all year groups full and a waiting list maintained for most year groups. Our achievement continues to excel in many areas.

Early Years Good; Level of Development broadly in line with the national average with some areas seeing above national and local authority results.

The school has seen a rising trend in the percentage of children meeting or exceeding the threshold in the phonic screening check. Phonic screening results in year 1 and year 2 were above the national average and local authority results also.

At KS1, attaining Expected (teacher assessments) in all subjects was above the national average; 9% in writing and 7% in reading, 4% in maths. The combined Reading Writing Maths was above the national average. This represented good progress from the children's individual starting points

At KS2, the school's results were in line with the national average in maths, writing and reading.

The greatest rise was in the number of children attaining GDS – Greater Depth at the Expected Standard which was a focus for whole school development.

Downview	EXS	GDS
Reading	71%	27%
Writing	78%	19%
Maths	80%	22%
RWM Combined	64%	7%

The school was inspected by Ofsted in February 2019. The overall judgement is that Downview is a Good school.

DOWNVIEW TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

"The headteacher and senior leaders have worked hard to improve teaching and pupils' outcomes. Teaching, learning and assessment are strong, particularly in key stage 2 and early years. Fundamental British values are at the heart of the school's ethos. Pupils are acutely aware of the importance of tolerance and respect. Regular activities promote understanding of a range of cultures and religions. Pupils have a well-developed sense of democracy.

Leaders' strategies to improve teaching further in key stage 1 are increasingly effective. Leaders have ensured that improvements in writing are central to the curriculum in all year groups. Current pupils make good progress in reading, writing and mathematics. The proportion of pupils reaching the expected standard for their age is growing. Disadvantaged pupils make strong progress because extra funding is used effectively. Children in early years make strong progress because of well-planned teaching and high-quality care. Leaders ensure that the curriculum is broad and interesting. Pupils experience a range of subjects that develop their knowledge, skills and understanding well. Pupils study a wide range of subjects. They develop their knowledge, skills and understanding well in a range of environments. As an example, pupils experience their 'woodland classroom', where they learn about geography and local history, among other subjects

Pupils' personal development and welfare are outstanding because leaders have created a very nurturing environment where pupils develop their confidence extremely well.

Pupils' behaviour is very positive. They listen carefully in classes and are well mannered. Pupils are respectful of each other and towards members of staff.

A strong safeguarding culture exists across the school. Leaders ensure that procedures for checking the suitability of staff are rigorous.

Governors are passionate and committed to the school. Governors know the school well. They have a wide range of expertise, and they are committed to school improvement. They challenge and support leaders effectively. Governors ask leaders searching questions. As a result, they are well informed about the strengths and weaknesses of the school.

Pupils with special educational needs and/or disabilities (SEND) make good progress from their starting points because of strong teaching and purposeful support from teaching assistants."

"Parents are overwhelmingly supportive of leaders and staff. They believe that their children receive high-quality teaching, support and care from committed staff."

Ofsted February 2019

We are a large, friendly, inclusive primary school serving a diverse and vibrant community. Downview began expanding to a 3 form entry primary school from September 2015. Not only do we aim for seamless transitions between the year groups in our school, we also place great emphasis on the start children make to Downview and also the independence of our year 6 children and on their preparation for secondary school.

Children are enthusiastic learners both in and out of school; this is evident through their school achievements, the quality of take-away tasks undertaken at home and the after school and out of school clubs at which many children attend. The children's attitude to learning and their behaviour is good. The school has a good reputation within the community.

DOWNVIEW TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

Key performance indicators

The Academy has provided good value for money in:

- Securing the school's good OFSTED judgement
- Improving pupil punctuality and attendance – achieving statistics in line with or better than national averages
- Over time improving educational results – achieving performance in line with or above national average
- Receiving positive feedback from parents
- Continued good purchasing
- Continued good income generation from letting the school premises
- Continued good governance and oversight

Progress towards achieving the above is monitored through the termly reviews of the measurable targets within the School Improvement Plan.

The school's financial position should remain sufficient to fund future needs.

At Downview Primary School we grow and learn together every day. All members of our school community actively contribute to this vision. There is a very strong learning culture that enables us to move forward and respond to the needs and aspirations of our children and the influences of the wider community. In this context our aim is to educate the whole child providing an expansive education which develops powerful and independent learners. Our curriculum actively promotes the British Values of democracy, rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. Our learning skills of Communication, Collaboration, Creativity, Independence, Resilience and Risk-taking are evident throughout the school.

The school is proud of its achievements and has been awarded the Platinum Kite mark for school sports and the Gold KS1 Quality Start in PE for the second year running, Quality Mark for Basic Skills V, Dyslexia Award, Autism Award, Enhanced National Healthy Schools Status, Eco Schools (Bronze), Travel Plan Mark 3 and Sing Up.

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.

The school should receive significantly increased per pupil funding for 2020/21 following the October 2019 government School's Funding Announcement to do so.

"... a total additional investment of £14bn in schools in England across the next three years. This is made up of cash increases to the schools budget for 5-16 education of £2.6bn in 2020-21, £4.8bn in 2021-22, and £7.1bn in 2022-23, compared to 2019-20. This investment is on top of an additional £1.5bn each year to fund increased pension costs for teachers. The settlement includes an increase of £780m to the 'high needs' budget next year, taking overall funding for children with complex Special Educational Needs and Disabilities (SEND) to over £7 billion – a 12% increase on this year. We recognise the budget pressures that schools have faced over recent years. The additional funding reflects this, as well as continuing to make funding fairer across the country."

Numbers of children in reception are set to rise in 2020 so classes should be full. The school are reassured that when the Fair Funding formula is adopted nationally the school will receive considerably more funds than currently, potentially 7.97% increase in pupil led funding. The Trust prepares and reviews forecasts for a 3 year period and has considered a range of possible options in order to set a balanced budget, in the years to come. These are thoroughly reviewed and revised on a termly and annual basis with the most up to date current information known.

For these reasons the board of trustees continues 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.

DOWNVIEW TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

Financial review

The principal source of funding for the Academy Trust is the General Annual Grant (GAG) and other government funding, the use of which is restricted to particular purposes. This has been utilised in a manner which serves the best interests of the school and its pupils. The objective of the Academy Trust is to advance, for the public benefit, education in the United Kingdom in particular to establish, maintain, carry on, manage and develop a school offering a broad balanced curriculum.

The grants received during the year ended 31 August 2019 and the associated expenditure are shown as restricted funds in the statement of financial activities (SOFA).

During the year ended 31 August 2019 the main expenditure item has been salary costs. During this period the total expenditure (excluding restricted fixed asset funds) of £2,484,405 was covered by recurrent government funding from the ESFA together with other incoming resources and accumulated reserves brought forward. The excess of expenditure over income for the year (excluding restricted fixed asset funds) was £360,497 as a result of growth funding for additional pupils during the year not being sufficient to cover the corresponding costs of taking on an additional class and £327,143 which is expenditure in relation to the roof repairs of which the income is included within restricted fixed assets fund and the balance transferred to cover the repairs expenditure.

As reported in the SOFA the value of the pension fund and its resultant deficit continue to have a negative impact on the financial reserves of the Academy Trust.

The restricted fixed asset fund has mainly arisen from the introduction of the leasehold buildings and land at fair value on conversion of the school to academy status, together with capitalised costs following the transfer of new fixed assets donated by the local authority. The fund is reduced by annual depreciation charges over the expected useful life of the assets concerned. The assets were used exclusively for providing education and the associated support services to the children of the Academy Trust. At 31 August 2019, the net book value of fixed assets was £5,490,569.

Reserves policy

The trustees review the reserve levels of the Academy Trust on a regular basis. The review includes the income and expenditure streams, the need to match income with commitments and the nature of any reserves. The trustees believe that the funding received in any one year should be used to support the children on roll at the time unless there is a specific project which will require the accumulation of funding over more than one year. The trustees also wish to ensure the stability of our organisational operations and so, reserve levels should enable the school to react quickly to changes in financial circumstances, for example, large unplanned expenditure. The long term aim, considered prudent, would be to reserve 8% of GAG funding, at 31 August 2019, this was approximately £140k, to enable when possible to ensure adequate working capital cover for delays between spending and the receipt of grant monies as well as to provide a cushion for urgent unexpected emergencies expenditure, e.g. emergency repairs to building pending insurance claim or meet building improvement costs and maintain staffing levels. The trustees recognise that this level of reserves is difficult to maintain in the current economic climate. For maintained schools, any reserves above 5% may be returned to the Local Authority, the majority of schools reserves are significantly lower than this. The government itself has suggested schools need to reduce the surplus reserves in school before any additional funds are put into the system.

DOWNVIEW TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

The Academy has £100,293 in the unrestricted fund as at 31 August 2019. This reserve has been generated over a number of years. The fund is freely available for its general purposes and has been held as an accumulating fund for major capital projects, additional training and resources. As at 31 August 2019 there was £38,159 of restricted general funds available to carry forward, giving total available reserves of £138,452. The available reserves at 31 August 2019 are therefore in line with the target level of resources noted above. The Trustees understand the need to manage within a budget and are keen to retain as much of a surplus as possible without detrimentally affecting the education of the children.

The school should receive an increase per pupil funding for 2019/20. The school are reassured that when the Fair Funding formula is adopted nationally the school will receive considerably more funds than currently, potentially 6.4% increase in pupil led funding. The Trust prepares and reviews forecasts for a 3 year period and has fully considered a range of possible options in order to maintain the reserves position at policy level over the coming years. Achieving savings are difficult in times of austerity and rising costs but each Service Level Agreement is reviewed and all procurement of resources are thoroughly researched using the DfE guidance to support to save money at the same time as securing high quality services and resources in the enhancement of the Trusts objectives. The School Resource Management tool is used prior to purchases being made. Any cost saving options have been discussed in full at the Finance, Audit and Staffing committee and during budget setting each February decisions will be made regarding any required to implement from the following September.

The majority of options are around staff re-structuring and changing roles; using existing staff for cover any CPD and sickness. Achieving savings are difficult in times of austerity but each Service Level Agreement is reviewed and all procurement of resources are thoroughly researched using the DfE guidance to support to save money at the same time as securing high quality services and resources in the enhancement of the Trust's objectives. The School Resource Management tool is used prior to purchases being made. These options have been discussed in full at the Finance, Audit and Staffing committee and during budget setting each February decisions will be made regarding those required to implement from the following September.

The Academy Trust's non teaching staff are entitled to enter the Local Government Pension Scheme. The Academy Trust's share of the scheme assets is currently assessed to be less than its share of the scheme liabilities and consequently the Academy Trust's balance sheet shows a significant liability in this respect. However, the deficit does not mean that an immediate liability is about to manifest. The contribution rate to reduce this deficit is calculated by an independent actuary and will be paid over a period of time via additional pension contributions as part of a longer term deficit reduction plan.

Investment policy

There are no material investments held by the Academy Trust. Cash balances are invested in such a way that the cash is readily accessible whilst a small return has been generated by way of interest earned. The trustees are satisfied with the interest earned on the cash balances in the year.

Principle risks and uncertainties

Governors have considered the principle risks and uncertainties that the Academy Trust may be exposed to and, in particular, those related to the operation and finance of the Academy Trust and are satisfied that systems are in place to mitigate any exposure to major risks. Policies and controls have been designed so that these risks can be quickly identified, allowing the Academy Trust to respond swiftly in order to eliminate them. The School's Risk Management Strategy is thoroughly reviewed by the members on an annual basis and then at least termly by governors. The Review is informed by evidence gathered from a range of sources, nationally and locally. Strategies for mitigating any growing risks are implemented as swiftly and as appropriately as possible.

DOWNVIEW TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

Reputational / Finance risk

- Poor academic outcomes e.g. school results fall below floor targets in Reading, Writing and Maths
- Failure to meet ESFA funding agreement requirements
- Mismanagement of school funds

Reputational Risk

- Reputational damage to the Trust from required restructuring and redundancies
- Any other adverse publicity

Strategic risk

- Major changes to the political agenda

Financial Risk

- Reduction in net funding to schools
- Financial fraud or theft
- Falling pupil numbers

Operational risk

- Disruption to school premises caused by fire, theft, flood, building work or other problems
- Unexpected absence of key staff due to sickness, industrial action or employment disputes
- Sudden incapacity or death of senior officer of the Trust
- Successful admissions appeals by parents

Operational / Financial

- Difficulty recruiting to key posts

Operational / Reputational

- Injury to a pupil or member of staff on-site or off-site

Compliance

- Failure to comply with statutory regulations e.g. health & safety, data protection, equal opportunities

DOWNVIEW TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

Fundraising

The Academy Trust's fundraising policy complies with the provisions of the Charities (Protection and Social Investment) Act 2016.

Financing of equipment and services from funds outside the Trust's normal revenue budgets is increasingly important in maintaining the quality of education for our children. The majority of these funds come from voluntary donation or fundraising initiatives.

Fundraising is seen by the Trust as a legitimate means of improving the Trust's ability to purchase goods, equipment or services, which are not available within capital or revenue budgets. For the public donating cash or equipment, or actively raising funds is seen as a positive way of supporting the Trust.

The governing body is responsible for ensuring that:

1. Correct procedures are in place and followed for fundraising activities;
2. Expenditure is properly validated;
3. All funds raised are properly accounted for and audited;
4. The money is expended in accordance with the objectives agreed with the fundraisers.

Approval of Fundraising

Fundraising activities will be recognised so long as they are generally within the strategic direction of the Trust. Fundraising by staff must be approved in advance (see below).

Other fundraising by external bodies will be recognised, although such bodies will be encouraged to advise the Trust of their intentions and be guided by the Trust.

In the event that funds are raised or donated to the Trust for purposes outside trust direction, the Trust may decline to accept the donation, but would encourage the donor/organiser to allow the donation to be used for more appropriate purposes.

Approval for Funding

All fundraising by Trust staff should be approved before it commences, according to the following criteria:

- All fundraising inside (e.g. sale of donated goods) or outside the Trust, (e.g. collections outside the relevant school premises, appeals to the media or industry), must be approved by the headteacher regardless of the sum involved.
- The headteacher will report such approvals to the School Business Manager.
- In the event a member of staff of the Trust becoming aware of an external body fund raising on behalf of the Trust, he/she should notify the headteacher so that the fund raising can be approved (if this has not already occurred) and the Trust can formally accept the donated cash or equipment.

Submissions for approval of fundraising (whether by members of staff or external bodies) should include the following detail:

- Scheme for which funds are to be raised;
- How the funds will be raised (collections, raffles, appeal, etc.);
- Any capital cost of the scheme;
- Any revenue cost of the scheme;
- Proposed source of funding of any cost additional to that covered by fundraising;
- For equipment; proposed source of eventual replacement and timescale;
- Any necessary Risk Assessments carried out;
- Timescale;
- Insurance.

Class and Year group enterprise projects linked to curriculum objectives may fall outside the remit of this policy, but staff should talk to the headteacher to ensure Trust financial procedures are maintained. This will apply to small scale fundraising ventures, e.g. support for an external charity.

DOWNVIEW TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

Funds Raised

- All staff or volunteers carrying out fundraising activities are expected to act with fairness, honesty, integrity and openness.
- All funds received must be given to the school office to be recorded, counted and banked (two people must be present when counting funds).
- Fundraisers must not exploit their position for personal gain.
- Fundraisers shall adhere to all policies and procedures adopted by the governing body. Donors have the right to obtain complete and timely information on how their funds are used.
- All funds raised will be used for the purpose for which they were raised and within a set timeframe.
- In case of a cancellation of event; donors will be informed and they must agree to a change of use of funds, a change of timescale, or the funds must be returned to the donor.
- Publicity and promotional activities are to be truthful and non-deceptive with a clear statement of use.

The Fundraising Policy represents a commitment to the highest standards of good practice and ensures that all fundraising activities are open, legal and fair. The Trust will actively ensure the protection of the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches, and undue pressure to donate.

Plans for future periods

The Academy Trust will continue to strive to improve the performance of its pupils at all levels and will continue its efforts to ensure its pupils get the best start to their educational career. The school improvement plan drives the work of the school in increasing the number of children reaching age related expectations at the end of the year. This involves training in key areas of teaching and learning, including reading, writing, maths and GPS (Grammar, Punctuation and Spelling), Woodland Classroom. The Trustees plan to consider possible MAT expansion in the future and are collaborating with other MATs.

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 MHA Carpenter Box 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 11 December 2019 and signed on its behalf by:



Mrs S Hawthorn
Chair

DOWNVIEW TRUST

GOVERNANCE STATEMENT

FOR THE YEAR ENDED 31 AUGUST 2019

Scope of responsibility

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

The board of trustees has delegated the day-to-day responsibility to the principal, 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 Downview Trust and the Secretary of State for Education. They are also responsible for reporting to the board of trustees any material weaknesses or breakdowns in internal control.

Governance

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 6 times during the year. Attendance during the year at meetings of the board of trustees was as follows:

Trustees	Meetings attended	Out of possible
Mrs S Hawthorn (Chair)	6	6
Mrs M Williams (Headteacher and accounting officer)	6	6
Mrs V M Morris (Resigned 1 September 2018)	0	0
Mr C J Pacey	1	1
Mrs J Twine (Staff)	4	6
Ms I M Hellyer (Staff)	5	6
Mr O Costen (Resigned 10 October 2019)	6	6
Mrs L Farrant	6	6
Mrs F Hawkins (Resigned 6 December 2018)	5	6
Mrs H Jones	5	6
Mr P S M Ansell (Resigned 11 July 2019)	2	5
Mrs E Priest (Resigned 6 December 2018)	0	1

The board of trustees was reduced during 2018/19 as explained further below.

The Trust recognise strong governance is a key part of a successful school. The three core functions underpin the work of the committees and full governing body (FGB):

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent.

The Trust has created and implemented a Governor Development Plan which outlines their key priorities:-

- Ofsted Working Party to prepare governors for inspection
- Complete review of Governing Body
- Assess GB for training needs
- Assign Governors to UPS Groups
- Show consistent evidence of challenge
- Consider potential growth of the MAT

DOWNVIEW TRUST

GOVERNANCE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

On a termly basis, the governors review this plan, using 'Being Strategic A guide for governing boards' and information from NAGA March 2018. Governors are focussed on continuing to develop skills and practices in school improvement. The local authority undertake termly reviews of pupil outcomes; teaching learning and assessment; and leadership and management and provide a report to the governors. Two other local MAT Chairs of Governors meet on a regular basis and the three CEOs meet and discuss collaboration and undertake to complete a Peer Review of teaching and learning in the school, providing a report to governors. Financial benchmarking against similar schools and data analysis at statutory end of key stages comparing school performance with national averages at cohort and groups level are undertaken. The external views alongside national information ensure the board are provided with a high quality of information about which judgements can be formed and further supports the work of the governing body and the school,

Following a meeting between the RSC, CEO and Chair of Governors, a governance review working party was established. The RSC recommended initially reducing the number of governors. The RSC also shared the preferred option of 3 – 5 Members, with 5 being the ideal. The working party were tasked with researching governance structures in other MATs and undertook a thorough review of the possible options for Downview Trust. Materials from the National College for Teaching and Leadership (NCTL), FASNA, EFSA and The Key were used in this process. A presentation was prepared and then made to the full board ensuring thorough exploration and discussion and input from all. In line with the RSC recommendations it was determined that on the resignation of a governor the position would not be filled.

New members complete a skills and expertise checklist on induction. The board recognise individual knowledge, skills and expertise allow the board to effectively fulfil its duties and responsibilities and in holding the school to account. The findings of the review identified numerous areas of good practice. The board continue to recognise the need to continue to devote time to succession planning. A further finding from the review was to try to recruit a trustee with financial expertise and understanding when a vacancy arises in the future.

Ongoing preparation by governors for an Ofsted inspection ensured governors were fully prepared when the school was inspected in February 2019. Governance was identified as a strength in the school. "Governors are passionate and committed to the school. They challenge and support leaders effectively. Governors know the school well. They have a wide range of expertise, and they are committed to school improvement. Challenge and discussion are integral parts of governors' meetings. Governors ask leaders searching questions. As a result, they are well informed about the strengths and weaknesses of the school." Ofsted report February 2019.

Governors undertake a formal self-review on an annual basis and develop actions to consider regarding developing still further. National College materials are used to facilitate this, plus additional research undertaken by governor working parties. Committees record evaluations of the duties performed and report this to the full governing body. A further review of governance shall take place in July 2020.

Our Chair of Governors (COG) has a place on the board of another local Multi Academy Trust, also now regularly leading training for other governing bodies. Our COG is an integral part of a Best Practice in Governance Group, this group discuss local and national issues and offer challenge and support to one another. This work supports the governing body in critically evaluating its work against a very sound evidence base.

DOWNVIEW TRUST

GOVERNANCE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

The finance, audit and staffing committee is a sub-committee of the main board of trustees.

The Committee will be generally responsible for advising the Governing Body on all financial matters including the monitoring of those delegated to the Headteacher, to maintain an oversight of the Academy Trust's governance, risk management, internal control and value for money framework.

Specifically, the Committee will be responsible for the following:

Finance

- To receive and monitor, once per school term, a statement of income and expenditure on all funds against budget made up to within one calendar month of the meeting.
- To make recommendations to the full Governing Body at each June meeting, having considered the draft budget.
- Levels of delegation: to review annually the levels of delegation to the Headteacher for the day-to-day financial management of the school.
- When necessary, authorise cheque signatories for the school bank account.
- Ensure a Register of Pecuniary and Business Interests for governors and staff is kept and is open to inspection.

Audit

- Advise the Governing Body and Accounting Officer on the adequacy and effectiveness of the Trust's governance, risk management, internal control and VFM systems and frameworks by way of the annual accounts.
- Advise the Governing Body on the appointment, re-appointment, dismissal and remuneration of the external and regularity Accountant and Auditor.
- Review the external auditor's annual planning document and approve the planned audit approach.
- Receive reports (annual reports, management letters etc .) from the external auditor and other bodies, for example the ESFA, and consider any issues raised, the associated management response and action plans. Where deemed appropriate reports should be referred to the Board or other committee for information and action.
- Regularly monitor outstanding audit recommendations from whatever source and ensure any delays to implementation dates are reasonable.
- Review the Trust's Risk Register at every meeting and ensure that all allegations of fraud or irregularity are managed and investigated appropriately.
- Consider any additional services delivered by the external auditor or other assurance provider and ensure appropriate independence is maintained.
- Ensure appropriate cooperation and coordination of the work of the external auditor and the school.

Staffing

- Decide arrangements for all staff appointments, except for the appointment of the Head and Deputy Headteacher which is the responsibility of the full Governing Body.
- To ensure that this Committee is advised on the drafting/adoption and implementation of appropriate personnel policies and procedures using models as set out in the Local Authority's HR guide (on WSSFS).
- To review the staffing structure at least annually in relation to the School Improvement Plan and to submit recommendations as necessary on staff establishment numbers (both teaching and nonteaching) and allowances, having regard to the School Pay Policy.
- To advise the Governing body on arrangements for the appointment of the Head or Deputy
- To ensure compliance with the school's recruitment and selection policy using the LA model.
- To select appointment panels up to a minimum of one non-staff Governor, to include the Headteacher, to deal with the appointment of teachers. (The procedures to be followed are delegated to the Headteacher to decide depending on the particular posts to be filled.)
- To monitor the school's Sickness, Absence, Grievance Procedure, Capability and Disciplinary Policies.
- To monitor staff and pupil welfare through an agenda item at each meeting.

This committee will report its findings annually to the Governing Body and the Accounting Officer as a critical element of the Trust's annual reporting requirements. It has no executive powers or operational responsibilities/ duties.

DOWNVIEW TRUST

GOVERNANCE STATEMENT (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2019

Attendance at meetings in the year was as follows:

Trustees	Meetings attended	Out of possible
Mrs S Hawthorn (Chair)	4	4
Mrs M Williams (Headteacher and accounting officer)	4	4
Mr O Costen (Resigned 10 October 2019)	2	4
Mrs L Farrant	4	4
Mrs F Hawkins (Resigned 6 December 2018)	1	1
Mr P S M Ansell (Resigned 11 July 2019)	3	4
Mrs E Priest (Resigned 6 December 2018)	0	1

Review of value for money

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

Improving educational outcomes for pupils at Downview: in the widest sense, developing good learners with improved life chances, as well as improving pupil attainment and progress. The school has used its resources in pursuit of its principle aim for all children to reach their potential. We have ensured that resources are directed where they are most needed and most effective in meeting educational requirements, by targeting resources in line with the School Improvement Plan, for example:

- effective professional development of all staff in the teaching of maths, writing and reading, and Outdoor Learning
- purchasing CGP books to support the practising of grammar and punctuation, reading and maths skills
- SENCO attending National SENCO Award training to improve the provision for children with special educational needs
- recruitment or redeployment and high quality training of specialist Teaching Assistants to support individual children
- developing further the assessment, tracking and monitoring processes to ensure data is used to inform planning, target focussed interventions and support differentiation, including regular pupil progress meetings involving Senior Leaders to review progress and impact of interventions for different groups of children
- strategies to narrow the gap for disadvantaged children, increasing numbers making expected or better progress in all subjects
- developing staff appraisal processes for the effective monitoring and evaluation of performance

The effectiveness of these strategies can be seen in improving pupil educational outcomes, in all subjects in KS1 for children achieving Expected attainment and at the end of Key Stage 2 particularly for more able children.

Ofsted in February 2019 judged the school to be Good.

At the end of the 2018/2019 academic year the school's results at the end of Key Stage Two (KS2) were above the National Average in Maths and in line with in Reading and Writing and Combined. Progress scores were much improved and very close to the National Average.

DOWNVIEW TRUST

GOVERNANCE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

Over time, the results show that the school has performed consistently in line with or above the national average in all subjects at Key Stage 1 and 2. Over time, results show that the school is increasing its attainment level in key areas in Early Years and Year 1 and 2 phonic screening reflecting a coherent and successful approach to school improvement.

The school continues to develop a tracking system for individual pupils and provides a range of interventions that track attainment and progress from EYFS to KS2 and halt any potential under-attainment. The school continually compares itself to other schools nationally and is committed to closing the achievement gap with all groups of children.

Downview Primary School constantly reviews its quality of teaching and curriculum provision to ensure that teaching and learning is based around the needs of the school community and builds upon previous learning. As a result of high performance the school has retained its existing awards and also achieved the School Games Platinum Award and Gold KS1 Quality Start during 2017/18.

The school takes the lead in a number of projects locally to share knowledge and best practice in teaching and learning in order to support the raising standards of attainment and progress across the groups of schools.

The school continues to develop a tracking system for individual pupils and provides a range of interventions that track attainment and progress from EYFS to KS2 and halt any potential under-attainment. The school continually compares itself to other schools nationally and is committed to closing the achievement gap with all groups of children.

Downview Primary School constantly reviews its quality of teaching and curriculum provision to ensure that teaching and learning is based around the needs of the school community and builds upon previous learning. As a result of high performance the school has retained its existing awards and also achieved the School Games Platinum Award and Gold KS1 Quality Start during 2018/19.

"Teachers' strong subject knowledge, skilful questioning and high expectations mean that pupils make strong progress, particularly in key stage 2 and early years. Staff have worked hard to improve pupils' vocabulary and redrafting skills so that their writing improves. In key stage 2, pupils' vocabulary is becoming increasingly sophisticated. In mathematics, teachers ensure that pupils build on their prior knowledge so that they can tackle increasingly complex tasks and deepen their mathematical understanding. Teachers' explanations in mathematics are very effective.

Staff support pupils with SEND well. Teaching assistants provide carefully tailored support for these pupils that ensures that they make strong progress from their starting points.

Teachers closely follow the school's assessment policy. Pupils learn from their mistakes and respond to teachers' advice. This allows pupils to deepen their understanding of subjects, particularly in English and mathematics.

Parents told inspectors that they appreciate the regular communications from staff. Parents specifically commented on the school's 'open' culture, where the headteacher, leaders and staff are available at short notice to discuss any concerns that they have. Parents also commented on the valuable homework that is set for pupils. This enables them to be well prepared for their lessons."

Ofsted February 2019

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 Downview Trust for the period 1 September 2018 to 31 August 2019 and up to the date of approval of the annual report and accounts.

DOWNVIEW TRUST

GOVERNANCE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

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 monthly 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 has considered the need for a specific internal audit function and decided not to appoint an internal auditor. However, the governors engage a business manager of another local academy, as assurance officer.

From September 2019, the school are engaging Internal Auditors to undertake the new requirements for Internal Scrutiny according to the AFH 2019.

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

- Testing of payroll systems
- Testing of purchase systems
- Testing of income control, account / bank reconciliations
- Testing of the accounting system

The assurance officer reports to the FAS on the operation of control, through a standing agenda item. Any suggestions that might support the work of the Finance Officer are implemented. The Trust may confirm that the internal reviewer has delivered their schedule of work as planned throughout the year, no material control issues or suggestions were arising as a result of the internal reviewer's work.

Review of effectiveness

As accounting officer the headteacher has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by:

- the work of the assurance officer;
- The work of the Finance, Audit and Staffing committee;
- The work of the external auditor;
- The work of the School Business Manager within the Academy Trust who has responsibility for the development and maintenance of the internal control framework.

DOWNVIEW TRUST

GOVERNANCE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

The accounting officer has been advised of the implications of the result of their review of the system of internal control by the finance, audit and staffing 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 11/12/19 and signed on its behalf by:



Mrs S Hawthorn
Chair



Mrs M Williams
Headteacher and accounting officer

DOWNVIEW TRUST

STATEMENT OF REGULARITY, PROPRIETY AND COMPLIANCE FOR THE YEAR ENDED 31 AUGUST 2019

As accounting officer of Downview Trust 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.

Mrs M Williams
Accounting Officer

M. Williams

11/12/19

DOWNVIEW TRUST

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 AUGUST 2019

The trustees (who are also the directors of Downview Trust 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 financial statements 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 financial statements, 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 financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the 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 11/12/18 and signed on its behalf by:



Mrs S Hawthorn
Chair

DOWNVIEW TRUST

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF DOWNVIEW TRUST FOR THE YEAR ENDED 31 AUGUST 2019

Opinion

We have audited the accounts of Downview Trust 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.

DOWNVIEW TRUST

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF DOWNVIEW TRUST (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

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.

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.

DOWNVIEW TRUST

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF DOWNVIEW TRUST (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

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.



Robin Evans (Senior Statutory Auditor)
for and on behalf of MHA Carpenter Box
Chartered Accountants
Statutory Auditor
Worthing

11/12/19

Amelia House
Crescent Road
Worthing
West Sussex
BN11 1QR

MHA Carpenter Box is a trading name of Carpenter Box Limited

DOWNVIEW TRUST

INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO DOWNVIEW TRUST AND THE EDUCATION & SKILLS FUNDING AGENCY

FOR THE YEAR ENDED 31 AUGUST 2019

In accordance with the terms of our engagement letter dated 30 July 2018 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 Downview Trust 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 Downview Trust and ESFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to the Downview Trust 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 Downview Trust and ESFA, for our work, for this report, or for the conclusion we have formed.

Respective responsibilities of Downview Trust's accounting officer and the reporting accountant

The accounting officer is responsible, under the requirements of Downview Trust's funding agreement with the Secretary of State for Education dated 19 August 2013 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 to our conclusion includes:

- reviewing authorisation procedures and controls to ensure their adequacy and that they are being adhered to
- reviewing and assessing the appropriateness of delegation levels
- testing expenditure to ensure that it is being incurred for the benefit and in the best interests of the academy trust
- testing expenditure to ensure it is appropriate and properly authorised
- reviewing expenditure to assess whether it is an efficient and effective use of resources
- reviewing expenditure for necessity
- Consideration of governance issues

DOWNVIEW TRUST

INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO DOWNVIEW TRUST AND THE EDUCATION & SKILLS FUNDING AGENCY (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

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.

MHA Carpenter Box

Reporting Accountant

MHA Carpenter Box
Amelia House
Crescent Road
Worthing
West Sussex
BN11 1QR

Dated: *11/12/19*

DOWNVIEW TRUST

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 £
Income and endowments from:					
Donations and capital grants	3	-	2,467	315,080	317,547
Charitable activities:					
- Funding for educational operations	4	15,469	2,036,203	-	2,051,672
Other trading activities	5	22,564	47,190	-	69,754
Investments	6	15	-	-	15
Total income and endowments		38,048	2,085,860	315,080	2,438,988
Expenditure on:					
Raising funds	7	-	-	-	827
Charitable activities:					
- Educational operations	8	1,178	2,483,227	73,435	2,557,840
Total expenditure	7	1,178	2,483,227	73,435	2,557,840
Net income/(expenditure)		36,870	(397,367)	241,645	(118,852)
Transfers between funds	16	(4,584)	342,256	(337,672)	-
Other recognised gains and losses					
Actuarial (losses)/gains on defined benefit pension schemes	18	-	(175,000)	-	(175,000)
Net movement in funds		32,286	(230,111)	(96,027)	(293,852)
Reconciliation of funds					
Total funds brought forward		68,007	(241,730)	5,605,106	5,431,383
Total funds carried forward		100,293	(471,841)	5,509,079	5,137,531

DOWNVIEW TRUST

BALANCE SHEET

AS AT 31 AUGUST 2019

	Notes	2019 £	2018 £
Fixed assets			
Tangible assets	12	5,490,569	5,545,627
Current assets			
Debtors	13	24,204	38,459
Cash at bank and in hand		332,755	282,893
		356,959	321,352
Current liabilities			
Creditors: amounts falling due within one year	14	(199,997)	(173,596)
Net current assets		156,962	147,756
Total assets less current liabilities		5,647,531	5,693,383
Net assets excluding pension liability		5,647,531	5,693,383
Defined benefit pension scheme liability	18	(510,000)	(262,000)
Net assets		5,137,531	5,431,383
Funds of the academy trust:			
Restricted funds	16		
- Fixed asset funds		5,509,079	5,605,106
- Restricted income funds		38,159	20,270
- Pension reserve		(510,000)	(262,000)
Total restricted funds		5,037,238	5,363,376
Unrestricted income funds	16	100,293	68,007
Total funds		5,137,531	5,431,383

The accounts were approved by the trustees and authorised for issue on 11/12/19 and are signed on their behalf by:



Mrs S Hawthorn
Chair

Company Number 08603388

DOWNVIEW TRUST

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 AUGUST 2019

	Notes	2019 £	£	2018 £	£
Cash flows from operating activities					
Net cash used in operating activities	19		(246,856)		(11,267)
Cash flows from investing activities					
Dividends, interest and rents from investments		15		13	
Capital grants from DfE Group		315,080		76,706	
Purchase of tangible fixed assets		(18,377)		(8,848)	
Net cash provided by investing activities			296,718		67,871
Net increase in cash and cash equivalents in the reporting period			49,862		56,604
Cash and cash equivalents at 1 September 2018			282,893		226,289
Cash and cash equivalents at 31 August 2019			332,755		282,893

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2019

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.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £1.

The charity is a company limited by guarantee and has no share capital.

1.2 Going concern

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the 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 financial statements and have concluded that the academy trust has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the academy trust's ability to continue as a going concern. Thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

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

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.

Capital grants are received for capital purposes and must be spent in line with the terms and conditions of the grant.

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

1 Accounting policies

(Continued)

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.

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 £3,000 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. Where tangible fixed assets have been acquired with unrestricted funds, depreciation on such assets is charged to the unrestricted fund.

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

1 Accounting policies

(Continued)

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

Leasehold land and buildings	125 years
Computer equipment	3 years
Furniture and Equipment	10 years

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 or services it must provide.

1.7 Leased assets

Rentals under operating leases are charged 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 as detailed in note 13. 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 as detailed in note 14. 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.

DOWNVIEW TRUST

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. As stated in note 18, the TPS is a multi-employer scheme and there is insufficient information available to use defined benefit accounting. The TPS is therefore treated as a defined contribution scheme for accounting purposes and the contributions are recognised in the period to which they relate.

The LGPS is a funded scheme and the assets are held separately from those of the academy trust in separate trustee administered funds. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit credit method and discounted at a rate equivalent to the current rate of return on a high quality corporate bond of equivalent term and currency to the liabilities. The actuarial valuations are obtained at least triennially and are updated at each balance sheet date. The amounts charged to operating surplus are the current service costs and the costs of scheme introductions, benefit changes, settlements and curtailments. They are included as part of staff costs as incurred. Net interest on the net defined benefit liability/asset is also recognised in the statement of financial activities 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 funders where the asset acquired or created is held for a specific purpose.

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

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

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 2016 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.

3 Donations and capital grants

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Capital grants	-	315,080	315,080	76,706
Other donations	-	2,467	2,467	30,947
	<hr/>	<hr/>	<hr/>	<hr/>
	-	317,547	317,547	107,653
	<hr/>	<hr/>	<hr/>	<hr/>

The income from donations and capital grants was £317,547 (2018: £107,653) of which £nil was unrestricted (2018: £700), £2,467 was restricted (2018: £21,218) and £315,080 was restricted fixed assets (2018: £85,735).

DOWNVIEW TRUST

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

4 Funding for educational operations

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
DfE / ESFA grants				
General annual grant (GAG)	-	1,745,492	1,745,492	1,624,912
Other DfE group grants	-	201,891	201,891	201,731
	-	1,947,383	1,947,383	1,826,643
Other government grants				
Local authority grants	-	66,569	66,569	72,441
Other funding				
Other incoming resources	15,469	22,251	37,720	27,135
Total funding	15,469	2,036,203	2,051,672	1,926,219

The income from funding for educational operations was £2,051,672 (2018: £1,926,219) of which £15,469 was unrestricted (2018: £22,102) and £2,036,203 was restricted (2018: £1,904,117).

5 Other trading activities

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Hire of facilities	8,987	-	8,987	10,297
Insurance income	13,577	-	13,577	18,162
Parental contributions towards school visits and activities	-	47,190	47,190	43,326
	22,564	47,190	69,754	71,785

The income from other trading activities was £69,754 (2018: £71,785) of which £22,564 was unrestricted (2018: £28,459) and £47,190 was restricted (2018: £43,326.)

6 Investment income

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Short term deposits	15	-	15	13

All income from investments in the current and prior year was unrestricted.

DOWNVIEW TRUST

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
	£	£	£	£	£
Expenditure on raising funds					
- Direct costs	-	-	-	-	827
Academy's educational operations					
- Direct costs	1,476,219	-	93,300	1,569,519	1,514,788
- Allocated support costs	250,316	538,598	199,407	988,321	702,323
	<u>1,726,535</u>	<u>538,598</u>	<u>292,707</u>	<u>2,557,840</u>	<u>2,217,938</u>

The expenditure on raising funds was £nil (2018: £827) of which £nil was restricted (2018: £nil).

The expenditure on educational operations was £2,557,840 (2018: £2,217,111) of which £1,726,535 (2018: £1,659,994) related to staff costs, £538,598 (2018: £263,045) related to premises and equipment, and £292,707 (2018: £294,072) related to other costs.

Net income/(expenditure) for the year includes:	2019	2018
	£	£
Fees payable to auditor for:		
- Audit	5,510	5,250
- Other services	3,760	3,575
- Teachers' pension audit	705	675
- Taxation	250	-
Operating lease rentals	1,816	5,830
Depreciation of tangible fixed assets	73,435	109,174
Net interest on defined benefit pension liability	8,000	9,000
	<u></u>	<u></u>

8 Charitable activities

	Unrestricted funds	Restricted funds	Total	Total
	£	£	2019	2018
	£	£	£	£
Direct costs				
Educational operations	-	1,569,519	1,569,519	1,514,788
Support costs				
Educational operations	1,178	987,143	988,321	702,323
	<u>1,178</u>	<u>2,556,662</u>	<u>2,557,840</u>	<u>2,217,111</u>

DOWNVIEW TRUST

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

8 Charitable activities

(Continued)

	2019 £	2018 £
Analysis of support costs		
Support staff costs	250,316	246,435
Depreciation	73,435	109,174
Technology costs	6,137	(8,354)
Premises costs	465,163	153,871
Other support costs	135,517	136,498
Governance costs	57,753	64,699
	<u>988,321</u>	<u>702,323</u>

The expenditure on educational operations was £2,557,840 (2018: £2,217,111) of which £1,178 (2018: £12,652) was unrestricted, £2,218,990 (2018: £2,095,285) was restricted and £337,672 (2018: £109,174) was restricted fixed assets.

The increase of premises costs to £465,163 (2018: £153,871) within the current is due to repairs completed on the roof which has been funded by a CIF funding bid.

9 Staff costs

	2019 £	2018 £
Wages and salaries	1,280,845	1,219,537
Social security costs	94,748	101,657
Operating costs of defined benefit pension schemes	292,187	284,146
	<u>1,667,780</u>	<u>1,605,340</u>
Supply staff costs	23,787	23,784
Staff development and other staff costs	34,968	30,870
	<u>1,726,535</u>	<u>1,659,994</u>

Staff numbers

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

	2019 Number	2018 Number
Teachers	27	26
Administration and support	40	41
Management	3	3
	<u>70</u>	<u>70</u>

DOWNVIEW TRUST

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

9 Staff costs

(Continued)

Higher paid staff

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

	2019 Number	2018 Number
£70,001 - £80,000	-	1
£80,001 - £90,000	1	-
	<u>1</u>	<u>-</u>

The above employee participated in the Teachers' Pension Scheme.

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 and employer national insurance contributions) received by key management personnel for their services to the academy trust was £422,925 (2018: £406,151).

10 Trustees' remuneration and expenses

One or more trustees has been paid remuneration or has received other benefits from an employment with the academy trust. The headteacher and other staff trustees only receive remuneration in respect of services they provide undertaking the roles of headteacher and staff members under their contracts of employment, and not in respect of their services as a trustee.

The value of trustees' remuneration and other benefits was as follows:

Mrs M Williams (headteacher)

Remuneration: £80,000 - £85,000 (2018: £75,000 - £80,000)

Employer's pension contributions: £10,000 - £15,000 (2018: £10,000 - £15,000)

Mrs F Hawkins (deputy headteacher) (Resigned as trustee 6 December 2018)

Remuneration: £15,000 - £20,000 (2018: £45,000 - £50,000)

Employer's pension contributions: £0,000 - £5,000 (2018: £5,000 - £10,000)

Mrs J Twine (staff trustee)

Remuneration: £15,000 - £20,000 (2018: £20,000 - £25,000)

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

Mrs I Hellyer (staff trustee)

Remuneration: £45,000 - £50,000 (2018: £45,000 - £50,000)

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

During the year ended 31 August 2019, two expenses in relation to subsistence expenses were reimbursed to trustees totalling £70 (2018: £Nil).

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

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 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

	Leasehold land and buildings £	Computer equipment £	Furniture and Equipment £	Total £
Cost				
At 1 September 2018	5,583,074	164,659	196,844	5,944,577
Additions	9,702	3,870	4,805	18,377
At 31 August 2019	5,592,776	168,529	201,649	5,962,954
Depreciation				
At 1 September 2018	192,953	148,810	57,187	398,950
Charge for the year	44,635	9,112	19,688	73,435
At 31 August 2019	237,588	157,922	76,875	472,385
Net book value				
At 31 August 2019	5,355,188	10,607	124,774	5,490,569
At 31 August 2018	5,390,121	15,849	139,657	5,545,627

13 Debtors

	2019 £	2018 £
Trade debtors	3,084	488
VAT recoverable	6,554	13,830
Other debtors	-	7,577
Prepayments and accrued income	14,566	16,564
	24,204	38,459

DOWNVIEW TRUST

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

14	Creditors: amounts falling due within one year	2019	2018
		£	£
	Trade creditors	21,584	3,606
	Other taxation and social security	26,051	27,575
	Other creditors	35,816	25,985
	Accruals and deferred income	116,546	116,430
		<u>199,997</u>	<u>173,596</u>
15	Deferred income	2019	2018
		£	£
	Deferred income at 1 September 2018	106,995	87,947
	Released from previous years	(106,995)	(87,947)
	Amounts deferred in the year	107,276	106,995
	Deferred income at 31 August 2019	<u>107,276</u>	<u>106,995</u>

At the balance sheet date the Academy Trust was holding funds received in advance for Universal Infant Free School Meals, Growth Grant, rates relief and Special Educational Needs funding which relate to the 2019/20 academic year.

DOWNVIEW TRUST

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 £
Restricted general funds					
General Annual Grant (GAG)	15,288	1,745,492	(2,096,404)	337,672	2,048
Other DfE / ESFA grants	4,982	201,891	(179,245)	(14,483)	13,145
Other government grants	-	66,569	(85,636)	19,067	-
Other restricted funds	-	71,908	(48,942)	-	22,966
Pension reserve	(262,000)	-	(73,000)	(175,000)	(510,000)
	<u>(241,730)</u>	<u>2,085,860</u>	<u>(2,483,227)</u>	<u>167,256</u>	<u>(471,841)</u>
Restricted fixed asset funds					
Inherited on conversion	3,532,218	-	(29,432)	-	3,502,786
DfE group capital grants	82,983	315,080	(3,139)	(337,672)	57,252
Capital expenditure from GAG	13,516	-	(7,580)	-	5,936
Inherited fixed asset	1,976,389	-	(33,284)	-	1,943,105
	<u>5,605,106</u>	<u>315,080</u>	<u>(73,435)</u>	<u>(337,672)</u>	<u>5,509,079</u>
Total restricted funds	<u>5,363,376</u>	<u>2,400,940</u>	<u>(2,556,662)</u>	<u>(170,416)</u>	<u>5,037,238</u>
Unrestricted funds					
General funds	<u>68,007</u>	<u>38,048</u>	<u>(1,178)</u>	<u>(4,584)</u>	<u>100,293</u>
Total funds	<u>5,431,383</u>	<u>2,438,988</u>	<u>(2,557,840)</u>	<u>(175,000)</u>	<u>5,137,531</u>

Included within the transfers above is £337,672 of capital grant income received into the restricted fixed asset fund which has been transferred to GAG funding to offset the costs of the repair works on the roofing project to which the funding relates.

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

- GAG funds are restricted to providing education
- Other DfE / EFA grants relate to reimbursement for specific services
- Other government grants are in relation to the growth funding and local authority SEN funding received
- Other restricted funds are held to provide trips and other activities for students and the provision of education
- Capital grants are received for capital purchases and must be spent in line with the terms and conditions of the grant.

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.

DOWNVIEW TRUST

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 £
Restricted general funds					
General Annual Grant (GAG)	(642)	1,624,912	(1,635,566)	26,584	15,288
Other DfE / ESFA grants	258	201,731	(178,794)	(18,213)	4,982
Other government grants	384	72,441	(93,757)	20,932	-
Other restricted funds	-	78,606	(105,995)	27,389	-
Pension reserve	(333,000)	-	(82,000)	153,000	(262,000)
	<u>(333,000)</u>	<u>1,977,690</u>	<u>(2,096,112)</u>	<u>209,692</u>	<u>(241,730)</u>
Restricted fixed asset funds					
Transfer on conversion	3,561,650	-	(29,432)	-	3,532,218
DfE group capital grants	31,236	76,706	(7,551)	(17,408)	82,983
Capital expenditure from GAG	19,135	-	(5,619)	-	13,516
Inherited fixed asset	2,042,961	-	(66,572)	-	1,976,389
	<u>5,654,982</u>	<u>76,706</u>	<u>(109,174)</u>	<u>(17,408)</u>	<u>5,605,106</u>
Total restricted funds	<u>5,321,982</u>	<u>2,054,396</u>	<u>(2,205,286)</u>	<u>192,284</u>	<u>5,363,376</u>
Unrestricted funds					
General funds	<u>68,669</u>	<u>51,274</u>	<u>(12,652)</u>	<u>(39,284)</u>	<u>68,007</u>
Total funds	<u>5,390,651</u>	<u>2,105,670</u>	<u>(2,217,938)</u>	<u>153,000</u>	<u>5,431,383</u>

17 Analysis of net assets between funds

	Unrestricted Funds £	Restricted funds: General £	Fixed asset £	Total Funds £
Fund balances at 31 August 2019 are represented by:				
Tangible fixed assets	-	-	5,490,569	5,490,569
Current assets	100,293	238,156	18,510	356,959
Creditors falling due within one year	-	(199,997)	-	(199,997)
Defined benefit pension liability	-	(510,000)	-	(510,000)
Total net assets	<u>100,293</u>	<u>(471,841)</u>	<u>5,509,079</u>	<u>5,137,531</u>

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

17 Analysis of net assets between funds

(Continued)

	Unrestricted Funds £	Restricted funds: General £	Fixed asset £	Total Funds £
Fund balances at 31 August 2018 are represented by:				
Tangible fixed assets	-	-	5,545,627	5,545,627
Current assets	68,007	193,866	59,479	321,352
Creditors falling due within one year	-	(173,596)	-	(173,596)
Defined benefit pension liability	-	(262,000)	-	(262,000)
Total net assets	68,007	(241,730)	5,605,106	5,431,383

18 Pensions 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 West Sussex County 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.

Contributions amounting to £25,985 (2018: £25,844) were payable to the schemes at 31 August 2019 and are included within creditors.

Teachers' Pension Scheme

Introduction

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

Valuation of the Teachers' Pension Scheme

The latest valuation of the Teachers' Pension Scheme has now taken place, in line with directions issued by HM Treasury and using membership data as at 31 March 2016. As a result of this valuation TPS employers will pay an increased contribution rate of 23.68% from September 2019 (this includes the administration levy of 0.8%). The timing of the implementation is to align its introduction with employers' budget planning cycles. Until then, employers will pay the current rate of 16.48%.

The employer's pension costs paid to the TPS in the period amounted to £149,030 (2018: £135,557).

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

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2019

18 Pensions and similar obligations

(Continued)

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 20.9% for employers and 7.4% to 11.7% for employees. The estimated value of employer contributions for the forthcoming year is £80,000.

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	80,000	77,000
Employees' contributions	20,000	19,000
Total contributions	100,000	96,000

Principal actuarial assumptions	2019 %	2018 %
Rate of increases in salaries	3.0	3.0
Rate of increase for pensions in payment	2.3	2.3
Discount rate	1.9	2.8

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	21.8	23.6
- Females	23.6	25
Retiring in 20 years		
- Males	23	26
- Females	25.5	27.8

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

18 Pensions and similar obligations

(Continued)

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

	2019	2018
Discount rate + 0.1%	(45)	(22)
Discount rate - 0.1%	45	22
Mortality assumption + 1 year	8	21
Mortality assumption - 1 year	(8)	(21)
CPI rate + 0.1%	36	14
CPI rate - 0.1%	(36)	(14)
	<u> </u>	<u> </u>

The academy trust's share of the assets in the scheme

	2019 Fair value £	2018 Fair value £
Equities	465,500	415,260
Bonds	344,470	269,150
Cash	46,550	23,070
Property	74,480	61,520
	<u> </u>	<u> </u>
Total market value of assets	931,000	769,000
	<u> </u>	<u> </u>

The actual return on scheme assets was £69,000 (2018: £46,000).

Amounts recognised in the statement of financial activities

	2019 £	2018 £
Current service cost	132,000	150,000
Past service cost	13,000	-
Interest income	(23,000)	(17,000)
Interest cost	31,000	26,000
	<u> </u>	<u> </u>
Total operating charge	153,000	159,000
	<u> </u>	<u> </u>

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

18 Pensions and similar obligations	(Continued)	
Changes in the present value of defined benefit obligations	2019	2018
	£	£
Obligations at 1 September 2018	1,031,000	967,000
Current service cost	132,000	150,000
Interest cost	31,000	26,000
Employee contributions	20,000	19,000
Actuarial loss/(gain)	221,000	(124,000)
Benefits paid	(7,000)	(7,000)
Past service cost	13,000	-
At 31 August 2019	1,441,000	1,031,000
Changes in the fair value of the academy trust's share of scheme assets	2019	2018
	£	£
Assets at 1 September 2018	769,000	634,000
Interest income	23,000	17,000
Actuarial gain	46,000	29,000
Employer contributions	80,000	77,000
Employee contributions	20,000	19,000
Benefits paid	(7,000)	(7,000)
At 31 August 2019	931,000	769,000
Defined benefit pension scheme liability at 31 August 2019	(510,000)	(262,000)
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)	(118,852)	(112,268)
Adjusted for:		
Capital grants from DfE and other capital income	(315,080)	(76,706)
Investment income receivable	(15)	(13)
Defined benefit pension costs less contributions payable	65,000	73,000
Defined benefit pension scheme finance cost	8,000	9,000
Depreciation of tangible fixed assets	73,435	109,174
Decrease/(increase) in debtors	14,255	(12,928)
Increase/(decrease) in creditors	26,401	(526)
Net cash used in operating activities	(246,856)	(11,267)

DOWNVIEW TRUST

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

20 Capital commitments

	2019 £	2018 £
Expenditure contracted for but not provided in the accounts	-	344,148

At the comparative year end the Trust had committed to major works for the replacement of the flat roofing totalling £361,556 which was made up of contractor fees of £334,774 and surveyor fees of £26,782. Of these surveyor fees, £17,408 were incurred within the previous financial year and the remaining costs were not due until the project was completed, within the current year. This was funded by the Condition Improvement Fund, of which £67,295 was received within the previous year and £286,891 in the current year, with the remaining balance funded by the Trust. As per note 16 much of this expenditure was incurred using GAG funding which was then reimbursed via a transfer from fixed asset funds.

At the current year end a retention of £8,388 is due and included within other creditors.

21 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	2,422	1,816
Amounts due in two and five years	3,027	5,449
	<u>5,449</u>	<u>7,265</u>

22 Related party transactions

Owing to the nature of the academy trust and the composition of the board of trustees being drawn from local public and private sector organisations, transactions may take place with organisations in which the academy trust has 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, other than certain trustees' remuneration and expenses already disclosed in note 10.

23 Members' liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he 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 for the debts and liabilities contracted before he or she ceases to be a member.