

Company Registration No. 08603388 (England and Wales)

DOWNVIEW TRUST

(A COMPANY LIMITED BY GUARANTEE)

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2020



DOWNVIEW TRUST

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DOWNVIEW TRUST

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

Mrs S Hawthorn (Chair)
Mrs M Williams (Headteacher and accounting officer)
Mr C J Pacey (Resigned 31 October 2020)
Mrs J Twine (Staff)
Ms I M Hellyer (Staff)
Mr O Costen (Resigned 10 October 2019)
Mrs L Farrant
Mrs H Jones (Resigned 29 September 2020)
Mr S N Brand (Appointed 11 December 2019)
Ms G J R Harmsworth (Appointed 1 June 2020)

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

Solicitors Pannone LLP
123 Deansgate
Manchester
M3 2BU

DOWNVIEW TRUST

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2020

The trustees present their annual report together with the accounts and independent auditor's report of the charitable company for the year 1 September 2019 to 31 August 2020. 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 570 and had a roll of 559 in the school census on 16 January 2020.

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 2020

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 and Management Team (SLMT) 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 SLMT consists of the Headteacher and Deputy Headteacher, the school's Senior Lead Learner, a further two Lead Learners, four Heads of Year 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 ensure fairness by ensuring that objectives and assessments are consistent, the appointed governors will seek advice from an external adviser and the deputy headteacher, head teacher and senior leadership team will quality assure appraisal arrangements, including moderating objectives.

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

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 2020 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 2020

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 31 August 2020 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.

In setting our objectives and planning our activities the trustees have carefully considered the Charity Commission's general guidance on public benefit.

Strategic report

Achievements and performance

In March 2020, the school closed to most children during the COVID-19 pandemic. Between March and July the school remained open every day (including holidays and bank holidays) to the children of key workers and also to those children identified as vulnerable. From June, children in Reception and Year 1 also returned to school on a weekly rota basis. Year 6 children attended for the final week of the school year. All other year groups returned in the new academic year.

Throughout the partial closure period, all children received remote learning packs. Staff maintained contact with all children through weekly letters and phone calls home. Particular attention was paid to children with an EHCP (Education, Health and Care Plan) and in vulnerable families, receiving a weekly telephone call.

The school participated in the national free school meals voucher scheme, facilitating the distribution of vouchers from the scheme provider to the parents of all eligible pupils. Food hampers were prepared on a weekly basis, funded by the Rotary club.

Risk assessments were regularly approved by the governing body and governors were consulted on school re-opening prior to September.

Additional cost was incurred throughout this period; some was for staffing to enable operation throughout the partial closure period, including school holidays and bank holidays; some was on soap, hand gel and cleaning materials; most was for additional hours for contract cleaning and preparing the school to be as 'COVID-19 secure' as possible. Eligible exceptional costs were reimbursed by the DfE. All costs were managed within the school's budget.

Finance meetings were held remotely, timely finance information was shared and management accounts were received and the 2020 budget approved.

DOWNVIEW TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

As no national tests were undertaken in 2019/2020 and the majority of pupils were not in school beyond March, the impact of the curriculum, teaching and targeted interventions is difficult to fully assess. During September to March staff maintained close tracking of pupil progress, this was monitored by middle and senior leaders. Staff training, targeted interventions, high aspirations and quality first teaching contributed to furthering and accelerating pupil progress between September and March. Governors usually evidence this from classroom visits, discussions with children and staff and through data analysis at committee meetings. These were not possible between March and July.

Within the curriculum, there is a responsibility to develop children academically but also to develop them spiritually, morally, socially and culturally (SMSC). SMSC is a particular strength in our school. Children had many opportunities to develop in terms of music, sport and educational visits prior to the partial closure. During lockdown children had the opportunity to participate in virtual sporting competitions.

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.

The children's attitude to learning and their behaviour is good. The school has a good reputation within the community.

The academy trust continues to be popular with parents with the majority of year groups full and a waiting list maintained for some year groups, particularly in Key Stage 2.

Future plans

During 2019/20 children have missed the stimulation, camaraderie and safety that schools provide as well as face to face classroom teaching.

It is important for governors to ensure that the school is safe for staff and pupils and that the education and welfare of the pupils is paramount.

Emotional health and wellbeing of children and staff must take priority in the coming year.

It is essential that we attempt to 'catch up' and bridge identified gaps in learning at a rate that is appropriate for each child.

The school will aim to:-

- Ensure children are motivated and self-motivated to learn and to reflect on their own targets
- Make well considered decisions regarding expenditure.
- Ensure resources are deployed appropriately.
- Ensure staff receive appropriate training to provide even more innovation in the classroom and to promote a skills, knowledge and enquiry based curriculum in line with new Ofsted regulations.
- Embed monitoring in core and foundation subjects, to enable us to continue to monitor the curriculum and review results and predictions for all pupils, including vulnerable groups.

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

Key performance indicators

- Attendance pre-COVID-19 was above the national average at 96%
- The school remained open to approximately 130 key worker children and those identified as vulnerable between March and the end of July, including school holidays.
- The school reopened to reception children, year 1 children and year 6 from 1st June. Attendance was not compulsory, some families were shielding or displaying COVID-19 symptoms or self-isolating: most days was 78% for reception, 71% for year 1 and 88% for year 6
- Receiving positive feedback from parents throughout lockdown, many hundreds of telephone calls and emails were received thanking the school for all the actions taken to keep the school community safe and informed regarding the children's learning
- Every week the parents and children received a letter and home learning.
- Approximately 85% children engaged in some aspects of the home learning
- 50 families were supported with food parcels each week
- 32 families received a welfare call on a weekly basis
- 100% of families received one or more telephone calls from the class teacher
- Continued good governance and oversight
- Continued good purchasing
- Continued good income generation from letting the school premises

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.

DOWNVIEW TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

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 trust is reassured that considerably more funding will be received. The government has stated that each primary school will attract a minimum of £4,000 per pupil under the national funding formula from 2021. The school should receive significantly increased per pupil funding for 2020/21. Schools in West Sussex will receive a 5.58% increase in pupil led funding.

The trust's reserves policy is sound and the revenue reserves are not locked into any contracts, nor set aside for any projects and may be used for any purpose.

The trust was required to submit a one year only budget forecast in September 2020. From January 2021, the trust shall prepare and reviews forecasts for a 3 year period and consider a range of possible options in order to set a balanced budget, in the years to come. These will be thoroughly reviewed and revised on a termly and annual basis with the most up to date current information known.

There are no material uncertainties relating to the potential impacts of uncertain future events or changes in conditions on the academy and any mitigating actions would be taken as required. There are no threats to solvency and liquidity when considering the principal risks and uncertainties faced by the academy trust.

For these reasons the board of trustees continues to adopt the going concern basis in preparing the financial statements.

Further details regarding the adoption of the going concern basis can be found in the statement of accounting policies.

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 2020 and the associated expenditure are shown as restricted funds in the statement of financial activities (SOFA).

During the year ended 31 August 2020 the main expenditure item was salary costs. During this period the total expenditure (excluding restricted fixed asset funds) of £2,359,545 was covered by recurrent government funding from the ESFA together with other incoming resources and accumulated reserves brought forward.

The in year surplus position of general funds (excluding pension reserve) was £76,600 as a result of the increased government funding in the year. The balance of general funds (excluding pensions reserve) at the year end was £215,052.

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 2020, the net book value of fixed assets was £5,428,226.

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

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 2020, this was approximately £148k, 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. The level of reserves held at the current year end is above target as there are a number of capital projects due to be undertaken and as a buffer given the tough economic environment. 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.

The academy has £120,355 in the unrestricted fund as at 31 August 2020. 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 2020 there was £94,697 of restricted general funds (excluding pension reserve) available to carry forward, giving total available general (excluding pension reserves) £215,052. The available reserves at 31 August 2020 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 both the academic years 20/21 and 21/22. The school are reassured that through the Fair Funding formula the school will receive considerably more funds than currently, a 5.58% increase in pupil led funding. The trust reviews pupil numbers on a termly basis as well as reviewing budget forecasts over 3 years and has fully considered a range of possible options in order to maintain the reserves position at policy level over the coming years. The majority of options are around staff restructuring and changing roles; using existing staff for cover for any CPD and sickness. 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 help achieve value for 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. Any cost saving options have been discussed in full at the Finance and Audit committee and during budget setting each February decisions will be made regarding any required to implement from the following September.

The academy trust's non teaching staff are entitled to enter the Local Government Pension Scheme (LGPS). 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.

DOWNVIEW TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

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.

Reputational / Finance risk

- Poor academic outcomes e.g. school results fall below floor targets in Reading, Writing and Maths – possibly due to erratic attendance due to COVID-19 for 2020/2021
- 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 (including COVID-19 related premises issues)
- 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, including COVID-19 related illness

Compliance

- Failure to comply with statutory regulations e.g. health & safety, data protection, equal opportunities
- Failure to comply with statutory guidance in making the school COVID-19 secure

DOWNVIEW TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

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 2020

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.

There were no complaints received from any fundraising activities.

Volunteers

Volunteers are warmly welcome in the school.

Many parents and grandparents help readers on a weekly basis, or offer general classroom support. Many school trips are also supported by parent volunteers. Government guidance restricted visitors to the school and no volunteers were used during the partial closure.

The school values the PTA support given to the school, the PTA remained active throughout the whole year, arranging fundraising events which involved the whole community and additional events for the children; during the partial closure the PTA donated a range of arts and craft items, cookery items and also arranged for pizza making resources for the children who were attending.

Easter eggs were donated by local supermarkets for those children in attendance, these were gratefully received and warmly appreciated by the children.

The local Rotary club donated and helped plant crocus bulbs for the Purple Polio appeal. During the partial closure donations were made to help provide food to 50+ families, this was gratefully appreciated as some families were in significant financial difficulty.

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 ensuring gaps in learning are reduced as much as possible and 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 Relationship and Health Education. The Trustees plan to consider possible MAT expansion in the future and are collaborating with other MATs.

DOWNVIEW TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

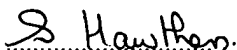
Auditor

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 10/12/2020..... and signed on its behalf by:



Mrs S Hawthorn

Chair

DOWNVIEW TRUST

GOVERNANCE STATEMENT

FOR THE YEAR ENDED 31 AUGUST 2020

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.

As trustees, we have reviewed and taken accounts of the guidance in DfE's Governance Handbook and competency framework for governance.

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 10 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)	10	10
Mrs M Williams (Headteacher and accounting officer)	10	10
Mr C J Pacey (Resigned 31 October 2020)	0	1
Mrs J Twine (Staff)	6	10
Ms I M Hellyer (Staff)	7	10
Mr O Costen (Resigned 10 October 2019)	0	0
Mrs L Farrant	9	10
Mrs H Jones (Resigned 29 September 2020)	10	10
Mr S N Brand (Appointed 11 December 2019)	8	8
Ms G J R Harmsworth (Appointed 1 June 2020)	1	1

DOWNVIEW TRUST

GOVERNANCE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

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 Year groups
- Show consistent evidence of challenge
- Consider potential growth of the MAT.

On a termly basis, the governors review this plan, using 'Being Strategic A guide for governing boards' and information from NAGA. Governors are focussed on continuing to develop skills and practices in school improvement. 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.

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.

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 2021.

Our Chair of Governors (COG) held a place on the board of another local multi academy trust until August 2020, our COG leads 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.

The Audit and Risk committee is a sub committee of the main board of trustees.

Responsibilities

- To maintain an oversight of the academy trust's (AT's) financial, governance, risk management, internal control systems.
- To report its findings termly and annually to the Trust Board and the Accounting Officer as a critical element of the AT's annual reporting requirements.
- The Audit Committee has no executive powers or operational responsibilities/duties.

Authority

The Audit and Risk Committee is a part of but separate to the Finance and Audit Committee which is a Committee of the Academy Trust Board and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board.

DOWNVIEW TRUST

GOVERNANCE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

Specifically the Audit Committee will:

- Oversee the Trust's Risk Register and, on the advice of the CEO/ Accounting Office and CFO, conduct a regular review of risks
- Take delegated responsibility on behalf of the Board of Trustees for examining and reviewing all systems and methods of control both financial and otherwise including risk analysis and risk management; and for ensuring the Trust is complying with the overall requirements for internal scrutiny, as specified in the Academies Financial Handbook.
- Agree an annual programme of internal scrutiny with the trust's internal auditors for checking financial systems, controls, transactions and risks.
- Ensure that the programme of internal scrutiny delivers objective and independent assurance.
- Provide assurance to the Trust Board that risks are being adequately identified and managed.

Attendance at meetings in the year was as follows:

Trustees	Meetings attended	Out of possible
Mandy Williams	2	2
Laura Farrant	2	2
Hazel Jones (resigned 29 September 2020)	2	2

No sub-committee meetings took place when the school was closed due to COVID-19, the full governing body did meet and covered any of the responsibilities required as mentioned above.

DOWNVIEW TRUST

GOVERNANCE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

The Finance 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. Headteacher and Chair of Governors to receive management accounts monthly. Finance, Audit and Staffing Committee to receive monthly management accounts four times per year at committee meetings and twice via email in between meetings.
- 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.
- In addition, the governing body must ensure the academy has adequate insurance cover to support its activities as an employer, such as employers' liability insurance, fidelity insurance, trustee indemnity, public liability insurance and so forth.

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 including any actions taken.
- 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 non-teaching) 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 as required.
- 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.

Attendance at meetings in the year was as follows:

Trustees	Meetings attended	Out of possible
Susan Hawthorn	3	3
Mandy Williams	3	3
Laura Farrant	3	3
Hazel Jones (Resigned 29 September 2020)	3	3
Simon Brand	1	1
Georgia Hamsworth	1	1

No sub-committee meetings took place when the school was closed due to COVID-19, the full governing body did meet and covered any of the responsibilities required as mentioned above.

DOWNVIEW TRUST

GOVERNANCE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

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 value for money during the year.

During lockdown targeting resources to meet the needs of the children attending and also those learning remotely from home to the best of our ability, supporting parents as much as possible.

Prior to the partial closure, the effectiveness of these strategies could be seen in improving pupil educational outcomes, in all subjects in KS1 and KS2, including for more able children and progress between KS1 and KS2 was predicted to be better than expected.

During the partial closure, the accounting officer for the academy trust has delivered value for money by:

- Keeping the school open for key worker children and those identified as vulnerable
- Providing remote learning for those children not attending
- Loaning laptops to those in need
- Using resources wisely during the lockdown period, targeting these to meet the needs of the children attending and also those learning remotely from home to the best of our ability, supporting parents as much as possible.

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 including the School Games Platinum Award and Gold KS1 Quality Start during 2019/2020

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 designed to close any gaps that have appeared due to the six month school closure and the impact of the ongoing global pandemic. These are designed to address 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.

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 initially 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
- purchasing CGP books to support the practising of grammar and punctuation, reading and maths skills
- 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
- developing staff appraisal processes for the effective monitoring and evaluation of performance.

DOWNVIEW TRUST

GOVERNANCE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

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 2019 to 31 August 2020 and up to the date of approval of the annual report and accounts.

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 2019 to 31 August 2020 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 to engage Internal Auditors to undertake the new requirements for Internal Scrutiny according to the AFH 2019.

The Internal Auditor'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 Internal Auditor 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.

The Internal Auditor reports to the Audit and Risk Committee 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 Audit 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 Auditor's work.

DOWNVIEW TRUST

GOVERNANCE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

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 Audit and Risk committee;
- The work of the Finance and Staffing committee;
- The work of the external auditor;
- The work of the internal 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.

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 10.12.2020 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 2020

As accounting officer of Downview Trust, I have considered my responsibility to notify the academy trust board of trustees and the Education and Skills Funding Agency (ESFA) of material irregularity, impropriety and non-compliance with 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 2019.

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 2019.

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

.....MWilliams

10/12/2020

DOWNVIEW TRUST

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 AUGUST 2020

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 2019 to 2020 published by the Education and Skills Funding Agency, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law, the trustees must not approve the 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 2019 and the Academies Accounts Direction 2019 to 2020;
- 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 10.12.2020 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 2020

Opinion

We have audited the accounts of Downview Trust for the year ended 31 August 2020 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 2019 and the Academies Accounts Direction 2019 to 2020 issued by the Education and 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 2020 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 2019 and the Academies Accounts Direction 2019 to 2020.

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 2020

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 2020

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 BA FCA CTA (Senior Statutory Auditor)
for and on behalf of MHA Carpenter Box
Chartered Accountants
Statutory Auditor
Worthing**

14/12/2020

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 AND SKILLS FUNDING AGENCY

FOR THE YEAR ENDED 31 AUGUST 2020

In accordance with the terms of our engagement letter dated 30 July 2018 and further to the requirements of the Education and Skills Funding Agency (ESFA) as included in the Academies Accounts Direction 2019 to 2020, 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 2019 to 31 August 2020 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 2019, 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 2019 to 2020. 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 2019 to 31 August 2020 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 2019 to 2020 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.

DOWNVIEW TRUST

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

FOR THE YEAR ENDED 31 AUGUST 2020

The work undertaken to draw to our conclusion includes:

- Consideration of the evidence supporting the accounting officer's statements on regularity, propriety, and compliance;
- Review of procedures and controls ensuring their adequacy, compliance and appropriateness;
- Analytical procedures on the general activities of the academy trust;
- Planning of assurance procedures including identifying key risk areas;
- Further testing and review of the areas identified through the risk assessment including the testing and identification of control processes and examination of supporting evidence as well as additional verification and substantive testing on individual transactions.
- A review of minutes of committees and board meetings which may be relevant to regularity;
- Consideration of discussions with key personnel including the accounting officer and governing body.

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 2019 to 31 August 2020 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: 14/12/2020

DOWNVIEW TRUST

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2020

	Notes	Unrestricted Funds £	Restricted funds: General Fixed asset £ £		Total 2020 £	Total 2019 £
Income and endowments from:						
Donations and capital grants	3	-	5,687	10,064	15,751	317,547
Charitable activities:						
- Funding for educational operations	4	12,769	2,249,816	-	2,262,585	2,051,672
Other trading activities	5	9,523	49,612	-	59,135	69,754
Investments	6	19	-	-	19	15
Total income and endowments		22,311	2,305,115	10,064	2,337,490	2,438,988
Expenditure on:						
Charitable activities:						
- Educational operations	8	863	2,358,682	73,874	2,433,419	2,557,840
Total expenditure	7	863	2,358,682	73,874	2,433,419	2,557,840
Net income/(expenditure)		21,448	(53,567)	(63,810)	(95,929)	(118,852)
Transfers between funds	16	(1,386)	1,105	281	-	-
Other recognised gains and losses						
Actuarial losses on defined benefit pension schemes		-	(219,000)	-	(219,000)	(175,000)
Net movement in funds		20,062	(271,462)	(63,529)	(314,929)	(293,852)
Reconciliation of funds						
Total funds brought forward		100,293	(471,841)	5,509,079	5,137,531	5,431,383
Total funds carried forward		120,355	(743,303)	5,445,550	4,822,602	5,137,531

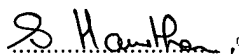
DOWNVIEW TRUST

BALANCE SHEET

AS AT 31 AUGUST 2020

	Notes	2020		2019	
		£	£	£	£
Fixed assets					
Tangible assets	12		5,428,226		5,490,569
Current assets					
Debtors	13	31,315		24,204	
Cash at bank and in hand		396,143		332,755	
		<u>427,458</u>		<u>356,959</u>	
Current liabilities					
Creditors: amounts falling due within one year	14	(195,082)		(199,997)	
Net current assets			232,376		156,962
Total assets less current liabilities			<u>5,660,602</u>		<u>5,647,531</u>
Net assets excluding pension liability			5,660,602		5,647,531
Defined benefit pension scheme liability	17		(838,000)		(510,000)
Net assets			<u>4,822,602</u>		<u>5,137,531</u>
Funds of the academy trust:					
Restricted funds	16				
- Fixed asset funds			5,445,550		5,509,079
- Restricted income funds			94,697		38,159
- Pension reserve			(838,000)		(510,000)
Total restricted funds			<u>4,702,247</u>		<u>5,037,238</u>
Unrestricted income funds	16		120,355		100,293
Total funds			<u>4,822,602</u>		<u>5,137,531</u>

The accounts were approved by the trustees and authorised for issue on 10.12.2020 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 2020

	Notes	2020 £	£	2019 £	£
Cash flows from operating activities					
Net cash provided by/(used in) operating activities	19		64,836		(246,856)
Cash flows from investing activities					
Dividends, interest and rents from investments		19		15	
Capital grants from DfE Group		10,064		315,080	
Purchase of tangible fixed assets		(11,531)		(18,377)	
Net cash (used in)/provided by investing activities			(1,448)		296,718
Net increase in cash and cash equivalents in the reporting period			63,388		49,862
Cash and cash equivalents at 1 September 2019			332,755		282,893
Cash and cash equivalents at 31 August 2020			396,143		332,755

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2020

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 financial statements of the academy trust, which is a public benefit entity under FRS 102, have been prepared under the historical cost convention in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102), the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)), the Academies Accounts Direction 2019 to 2020 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. The COVID-19 pandemic and the ensuing lockdown measures have had an impact on the academy trust's operations. However, the UK government considers the ongoing provision of education throughout the pandemic as a key priority and ongoing funding, and the ongoing operation of schools, appears to be assured. In addition the trustees have reviewed the trust's academies budget forecast return three year which demonstrates the trust's ongoing viability over that period. Within this context the trustees 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.

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

1 Accounting policies

(Continued)

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.

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.

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

1 Accounting policies

(Continued)

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.

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.

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

1 Accounting policies

(Continued)

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.

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 17, 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 2020

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 17, 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 2019 has been used by the actuary in valuing the pensions liability at 31 August 2020. 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 2020 £	Total 2019 £
Capital grants	-	10,064	10,064	315,080
Other donations	-	5,687	5,687	2,467
	<u>-</u>	<u>15,751</u>	<u>15,751</u>	<u>317,547</u>

The income from donations and capital grants was £15,751 (2019: £317,547) of which £nil was unrestricted (2019: £nil), £5,687 was restricted (2019: £2,467) and £10,064 was restricted fixed assets (2019: £315,080).

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

4 Funding for educational operations

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
DfE / ESFA grants				
General annual grant (GAG)	-	1,847,510	1,847,510	1,745,492
Other DfE group grants	-	317,953	317,953	201,891
	-	2,165,463	2,165,463	1,947,383
Other government grants				
Local authority grants	-	77,847	77,847	66,569
Other funding				
Other incoming resources	12,769	4,728	17,497	37,720
Exceptional government funding				
Coronavirus exceptional support	-	1,778	1,778	-
	-	1,778	1,778	-
Total funding	12,769	2,249,816	2,262,585	2,051,672

The income from funding for educational operations was £2,262,585 (2019: £2,051,672) of which £12,769 was unrestricted (2019: £15,469) and £2,249,816 was restricted (2019: £2,036,203).

The academy trust has been eligible to claim additional funding in year from government support schemes in response to the coronavirus outbreak. The funding received is shown above under "exceptional government funding".

The funding received for coronavirus exceptional support covers £1,778 (2019: £nil) of premises costs. These costs are included in notes 7 and 8 below as appropriate.

5 Other trading activities

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Hire of facilities	7,145	-	7,145	8,987
Insurance income	2,378	-	2,378	13,577
Parental contributions towards school visits and activities	-	49,612	49,612	47,190
	9,523	49,612	59,135	69,754

The income from other trading activities was £59,135 (2019: £69,754) of which £9,523 was unrestricted (2019: £22,564) and £49,612 was restricted (2019: £47,190).

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

6 Investment income

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Short term deposits	19	-	19	15

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

7 Expenditure

	Staff costs £	Non Pay Expenditure Premises £	Other £	Total 2020 £	Total 2019 £
Academy's educational operations					
- Direct costs	1,632,651	-	70,349	1,703,000	1,569,519
- Allocated support costs	308,636	207,309	214,474	730,419	988,321
	<u>1,941,287</u>	<u>207,309</u>	<u>284,823</u>	<u>2,433,419</u>	<u>2,557,840</u>

The expenditure on raising funds was £nil (2019: £nil) of which £nil was restricted (2019: £nil).

The expenditure on educational operations was £2,433,419 (2019: £2,557,840) of which £1,941,287 (2019: £1,726,535) related to staff costs, £207,309 (2019: £538,598) related to premises and equipment, and £284,823 (2019: £292,707) related to other costs.

Net income/(expenditure) for the year includes:	2020 £	2019 £
Fees payable to auditor for:		
- Audit	5,650	5,510
- Other services	3,825	3,760
- Teachers' pension audit	730	705
- Taxation	260	250
Operating lease rentals	2,422	4,677
Depreciation of tangible fixed assets	73,874	73,435
Net interest on defined benefit pension liability	10,000	8,000

8 Charitable activities

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Direct costs				
Educational operations	-	1,703,000	1,703,000	1,569,519
Support costs				
Educational operations	863	729,556	730,419	988,321
	<u>863</u>	<u>2,432,556</u>	<u>2,433,419</u>	<u>2,557,840</u>

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

8	Charitable activities	(Continued)	
		2020 £	2019 £
	Analysis of support costs		
	Support staff costs	308,636	250,316
	Depreciation	73,874	73,435
	Technology costs	14,456	6,137
	Premises costs	133,435	465,163
	Legal costs	31,734	36,388
	Other support costs	151,466	135,517
	Governance costs	16,818	21,365
		<u>730,419</u>	<u>988,321</u>

The expenditure on educational operations was £2,433,419 (2019: £2,557,840) of which £863 (2019: £1,178) was unrestricted, £2,432,556 (2019: £2,218,990) was restricted and £nil (2019: £337,672) was restricted fixed assets.

Included in the support costs are premises costs of £nil (2019: £465,163 relating to the repairs completed on the roof and funded by a CIF funding bid.)

9	Staff costs	2020 £	2019 £
	Wages and salaries	1,371,562	1,280,845
	Social security costs	119,676	94,748
	Operating costs of defined benefit pension schemes	412,650	292,187
		<u>1,903,888</u>	<u>1,667,780</u>
	Supply staff costs	14,679	23,787
	Staff development and other staff costs	22,720	34,968
		<u>1,941,287</u>	<u>1,726,535</u>

Staff numbers

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

	2020 Number	2019 Number
Teachers	26	27
Administration and support	47	40
Management	3	3
	<u>76</u>	<u>70</u>

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

9 Staff costs

(Continued)

Higher paid staff

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

	2020 Number	2019 Number
£80,001 - £90,000	1	1

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 £473,695 (2019: £422,925).

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 (2019: £80,000 - £85,000)
Employer's pension contributions: £20,000 - £25,000 (2019: £10,000 - £15,000)

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

Remuneration: N/A (2019: £15,000 - £20,000)
Employer's Pension contributions: N/A (2019: £0,000 - £5,000)

Mrs J Twine (staff trustee)

Remuneration: £20,000 - £25,000 (2019: £15,000 - £20,000)
Employer's Pension contributions: £5,000 - £10,000 (2016: £0,000 - £5,000)

Mrs I Hellyer (staff trustee)

Remuneration: £45,000 - £50,000 (2019: £45,000 - £50,000)
Employer's pension contributions: £10,000 - £15,000 (2019: £5,000 - £10,000)

During the year ended 31 August 2020, £95 in relation to three subsistence expenses (2019: two expenses in relation to subsistence expenses were reimbursed to trustees totalling £70).

Other related party transactions involving the trustees are set out within note 22.

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

11 Insurance for trustees and officers

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 2019	5,592,776	168,529	201,649	5,962,954
Additions	-	11,531	-	11,531
At 31 August 2020	5,592,776	180,060	201,649	5,974,485
Depreciation				
At 1 September 2019	237,588	157,922	76,875	472,385
Charge for the year	44,781	8,928	20,165	73,874
At 31 August 2020	282,369	166,850	97,040	546,259
Net book value				
At 31 August 2020	5,310,407	13,210	104,609	5,428,226
At 31 August 2019	5,355,188	10,607	124,774	5,490,569

13 Debtors

	2020 £	2019 £
Trade debtors	-	3,084
VAT recoverable	15,231	6,554
Prepayments and accrued income	16,084	14,566
	31,315	24,204

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

14 Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	7,735	21,584
Other taxation and social security	28,355	26,051
Other creditors	35,735	35,816
Accruals and deferred income	123,257	116,546
	<u>195,082</u>	<u>199,997</u>

15 Deferred income

	2020	2019
	£	£
Deferred income at 1 September 2019	107,276	106,995
Released from previous years	(107,276)	(106,995)
Amounts deferred in the year	113,782	107,276
Deferred income at 31 August 2020	<u>113,782</u>	<u>107,276</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 2020/21 academic year.

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

16 Funds

	Balance at 1 September 2019 £	Income £	Expenditure £	Gains, losses and transfers £	Balance at 31 August 2020 £
Restricted general funds					
General Annual Grant (GAG)	2,048	1,847,510	(1,811,240)	-	38,318
Other DfE / ESFA grants	13,145	317,953	(310,958)	-	20,140
Other government grants	-	77,847	(78,952)	1,105	-
Other restricted funds	22,966	61,805	(48,532)	-	36,239
	<u>38,159</u>	<u>2,305,115</u>	<u>(2,249,682)</u>	<u>1,105</u>	<u>94,697</u>
Funds excluding pensions	(510,000)	-	(109,000)	(219,000)	(838,000)
	<u>(471,841)</u>	<u>2,305,115</u>	<u>(2,358,682)</u>	<u>(217,895)</u>	<u>(743,303)</u>
Restricted fixed asset funds					
Transfer on conversion	3,502,786	-	(29,432)	-	3,473,354
DfE group capital grants	57,252	10,064	(4,941)	-	62,375
Capital expenditure from GAG	5,936	-	(6,217)	281	-
Inherited fixed asset	1,943,105	-	(33,284)	-	1,909,821
	<u>5,509,079</u>	<u>10,064</u>	<u>(73,874)</u>	<u>281</u>	<u>5,445,550</u>
Total restricted funds	<u>5,037,238</u>	<u>2,315,179</u>	<u>(2,432,556)</u>	<u>(217,614)</u>	<u>4,702,247</u>
Unrestricted funds					
General funds	<u>100,293</u>	<u>22,311</u>	<u>(863)</u>	<u>(1,386)</u>	<u>120,355</u>
Total funds	<u>5,137,531</u>	<u>2,337,490</u>	<u>(2,433,419)</u>	<u>(219,000)</u>	<u>4,822,602</u>

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 2020.

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

16 Funds

(Continued)

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

	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
	<u>20,270</u>	<u>2,085,860</u>	<u>(2,410,227)</u>	<u>342,256</u>	<u>38,159</u>
Funds excluding pensions	(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					
Transfer 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.

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

17 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 latest actuarial valuation of the TPS related to the period ended 31 March 2016, and that of the LGPS related to the period ended 31 March 2016.

Contributions amounting to £35,620 (2019: £25,985) were payable to the schemes at 31 August 2020 and are included within creditors.

Teachers' Pension Scheme

Introduction

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pension Scheme Regulations 2014. Membership is automatic for teachers in academies. All teachers have the option to opt out of the TPS following enrolment.

The TPS is an unfunded scheme to which both the member and employer makes contributions, as a percentage of salary. These contributions are credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

Valuation of the Teachers' Pension Scheme

The Government Actuary, using normal actuarial principles, conducts a formal actuarial review of the TPS in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014 published by HM Treasury every 4 years. The aim of the review is to specify the level of future contributions. Actuarial scheme valuations are dependent on assumptions about the value of future costs, design of benefits and many other factors. The latest actuarial valuation of the TPS was carried out as at 31 March 2016. The valuation report was published by the Department for Education on 5 March 2019.

The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 23.68% of pensionable pay (including a 0.08% employer administration charge)
- total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £218,100 million, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £196,100 million giving a notional past service deficit of £22,000 million
- the SCAPE rate, set by HMT, is used to determine the notional investment return. The current SCAPE rate is 2.4% above the rate of CPI. The assumed real rate of return is 2.4% in excess of prices and 2% in excess of earnings. The rate of real earnings growth is assumed to be 2.2%. The assumed nominal rate of return including earnings growth is 4.45%.

The next valuation result is due to be implemented from 1 April 2023.

The employer's pension costs paid to the TPS in the period amounted to £226,212 (2019: £149,030).

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

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

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

17 Pensions and similar obligations

(Continued)

Local Government Pension Scheme

The LGPS is a funded defined benefit pension scheme, with the assets held in separate trustee-administered funds. The total contributions made for the year ended 31 August 2020 was £109,115 (2019: £81,593), of which employer's contributions totalled £86,807 (2019: £68,352) and employees' contributions totalled £22,308 (2019: £13,241). The agreed contribution rates for future years are 22.5% for employers and 5.5 to 12.5% for employees.

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

The estimated pension liabilities at the 31 August 2020 include an allowance for the impact of the McCloud judgement.

Principal actuarial assumptions	2020 %	2019 %
Rate of increases in salaries	2.7	3.0
Rate of increase for pensions in payment	2.2	2.3
Discount rate	1.7	1.9

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

	2020 Years	2019 Years
Retiring today		
- Males	22.2	21.8
- Females	24.2	23.6
Retiring in 20 years		
- Males	23.3	23
- Females	25.9	25.5

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

	2020	2019
Discount rate + 0.1%	(57.8)	(22)
Discount rate - 0.1%	57.8	22
Mortality assumption + 1 year	4.2	21
Mortality assumption - 1 year	(4.2)	(21)
CPI rate + 0.1%	52.8	14
CPI rate - 0.1%	(52.8)	(14)

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

17 Pensions and similar obligations

(Continued)

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

	2020 Fair value £	2019 Fair value £
Equities	597,240	465,500
Bonds	376,040	344,470
Cash	55,300	46,550
Property	77,420	74,480
Total market value of assets	1,106,000	931,000

The actual return on scheme assets was £75,000 (2019: £69,000).

Amounts recognised in the statement of financial activities

	2020 £	2019 £
Current service cost	185,000	132,000
Past service cost	-	13,000
Interest income	(19,000)	(23,000)
Interest cost	29,000	31,000
Total amount recognised in the SOFA	195,000	153,000

Changes in the present value of defined benefit obligations

	2020 £	2019 £
Obligations at 1 September 2019	1,441,000	1,031,000
Current service cost	185,000	132,000
Interest cost	29,000	31,000
Employee contributions	22,000	20,000
Actuarial loss	275,000	221,000
Benefits paid	(8,000)	(7,000)
Past service cost	-	13,000
At 31 August 2020	1,944,000	1,441,000

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

17 Pensions and similar obligations

(Continued)

Changes in the fair value of the academy trust's share of scheme assets

	2020 £	2019 £
Assets at 1 September 2019	931,000	769,000
Interest income	19,000	23,000
Actuarial gain	56,000	46,000
Employer contributions	86,000	80,000
Employee contributions	22,000	20,000
Benefits paid	(8,000)	(7,000)
At 31 August 2020	1,106,000	931,000
Defined benefit pension scheme liability at 31 August 2020	(838,000)	(510,000)

18 Analysis of net assets between funds

	Unrestricted Funds £	Restricted funds: General £	Fixed asset £	Total Funds £
Fund balances at 31 August 2020 are represented by:				
Tangible fixed assets	-	-	5,428,226	5,428,226
Current assets	120,355	289,779	17,324	427,458
Creditors falling due within one year	-	(195,082)	-	(195,082)
Defined benefit pension liability	-	(838,000)	-	(838,000)
Total net assets	120,355	(743,303)	5,445,550	4,822,602
	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	100,293	(471,841)	5,509,079	5,137,531

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

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

	2020 £	2019 £
Net expenditure for the reporting period (as per the statement of financial activities)	(95,929)	(118,852)
Adjusted for:		
Capital grants from DfE and other capital income	(10,064)	(315,080)
Investment income receivable	(19)	(15)
Defined benefit pension costs less contributions payable	99,000	65,000
Defined benefit pension scheme finance cost	10,000	8,000
Depreciation of tangible fixed assets	73,874	73,435
(Increase)/decrease in debtors	(7,111)	14,255
(Decrease)/increase in creditors	(4,915)	26,401
Net cash provided by/(used in) operating activities	64,836	(246,856)

20 Analysis of changes in net funds

	1 September 2019 £	Cash flows £	31 August 2020 £
Cash	332,755	63,388	396,143

21 Commitments under operating leases

At 31 August 2020 the total of the academy trust's future minimum lease payments under non-cancellable operating leases was:

	2020 £	2019 £
Amounts due within one year	3,237	2,422
Amounts due in two and five years	1,828	3,027
	5,065	5,449

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.

DOWNVIEW TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) ***FOR THE YEAR ENDED 31 AUGUST 2020***

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.