



**Holy Rood Catholic Primary School**

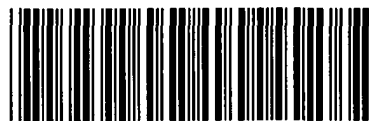
(A company limited by guarantee)

Company Registration Number: 07697045 (England and Wales)

**Annual Report and Financial Statements**

**Year Ended 31 August 2019**

TUESDAY



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COMPANIES HOUSE

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**Reference and administrative details**

**Members:**

Anne Jones  
Declan Lang  
The Clifton Catholic Diocesan Education Consortium

**Trustees serving for the year 1<sup>st</sup> September 2018 to date unless otherwise indicated:**

William Campbell  
Tim Crook  
Rebecca Deighton (staff trustee)  
Naomi Fry (principal and accounting officer)  
Phil Gilvin (chairman)  
Chris Horgan (resigned 9<sup>th</sup> September 2019)  
Anne Jones  
Darota Kieljan  
Phil Paton  
Aisling Roberts  
Jude Scutt (resigned 26<sup>th</sup> March 2019)  
Peter Scutt  
Helen Walsh  
Luisa Weston (staff trustee) (resigned 7<sup>th</sup> October 2018)  
Helen Thomas (staff trustee) (appointed 26 February 2019)

**Senior Leadership Team:**

Naomi Fry - Head Teacher, Accounting Officer  
Helen Thomas - Assistant Head Teacher  
Luisa Weston – Assistant Head (resigned from Senior Leadership Team 7<sup>th</sup> October 2018)

**Company Name:**

Holy Rood Catholic Primary School

**Principal and Registered Office:**

Groundwell Road, Swindon, SN1 2LU

**Company Registration Number:**

07697045

**Independent Auditors:**

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

**Bankers:**

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

**Solicitors:**

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

**Surveyors:**

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

**Insurance Providers:**

Zurich Municipal, The Zurich Centre, 3000 Parkway, Whitley, Fareham, Hampshire, PO15 7JZ

**Trustees' Report**

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

The trust currently operates an academy for pupils of different abilities between the ages of 4 to 11 years, serving a catchment area in Swindon, with the emphasis on maintaining the Academy's Catholicity. It has a pupil capacity of 452 and had a roll of 426 in the school census on 17<sup>th</sup> January 2019.

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

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

The Trustees are also the Directors of the charitable company for the purposes of company law. The charitable company operates as Holy Rood Catholic Primary School.

Details of the trustees who served during the year, and to the date these accounts are approved are included in the Reference and Administrative Details on page 3.

**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**

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

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

The Diocesan Bishop, following any recommendation from the Diocesan Education Trustees, may appoint the nine Foundation Trustees, three of whom at least shall be eligible for election or appointment as Parent Trustees. The board of trustees may appoint three Staff Trustees through such process as they may determine, provided that the total number of Trustees (including the Head Teacher) who are employees of the Academy Trust does not exceed one third of the total number of Trustees. Three Parent Trustees are elected in accordance with the Department for Education guidance. The board of trustees can also appoint one additional trustee as permitted under number 51 of its Articles of Association. The total number of Trustees is therefore sixteen.

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

The training and induction provided for new Trustees will depend on their existing experience and is relative to the needs of the individual trustee, covering educational, legal and financial matters. The Academy subscribes to Swindon Borough Council Governor Support which provides a full programme of training for the board of trustees. Clifton Catholic Diocese also provide training and support for all new and existing trustees. All new Trustees will be given a tour of the Academy and the chance to meet with staff and pupils. All Trustees are provided with copies of policies, procedures, minutes, accounts, budgets, plans and other documents that they will need to undertake their role as Trustees. All members of the board of trustees are DBS checked every three years and each trustee is required to have read the "Keeping Children Safe in Education – Part One" document. The board of trustees have all received access to GovernorHub and school e-mail accounts to comply with General Data Protection Regulations (GDPR) May 2018.

**Organisational Structure**

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

The Head Teacher is the Accounting Officer.

**Trustees' Report (continued)**

<table><tr><td colspan="3"><b>Members</b></td></tr><tr><td colspan="3"><b>Trustees</b></td></tr><tr><td colspan="3"><b>Board of trustees</b></td></tr></table>			<b>Members</b>			<b>Trustees</b>			<b>Board of trustees</b>		
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<b>Class Teachers</b>	<b>Support Staff</b>	<b>Admin Staff</b>									

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

The key management personnel of the academy trust for the year ending 31<sup>st</sup> August 2019 comprise of the trustees and the senior leadership team as listed on page 3. The senior management team increased from 1<sup>st</sup> September 2018 as the school completed its expansion.

There is a pay policy which complies with the School Teachers' Pay and Conditions Document (STPCD) for 1 September 2018 to 31 August 2019 and applies to all teaching staff employed at Holy Rood Catholic Primary School Academy.

For all non-teaching staff, the Academy has agreed to follow the pay structure of the Local Authority (Swindon Borough Council) and implement all pay recommendation agreed by the relevant unions.

The Trustees (excluding staff) do not receive any pay/remuneration for carrying out their roles.

**Related Parties and other Connected Charities and Organisations**

There are no related parties which either control or significantly influence the decisions and operations of the Academy. The Academy has worked with Clifton Diocese in accordance with Canon Law and the teachings of the Roman Catholic Church. There is a formal collaborative working agreement in place with the other Catholic schools within the cluster (the Samuel Partnership) with a focus on key areas:

- The development of the Religious Education curriculum.
- Collected safeguarding training to ensure the cluster is up to date with latest guidance and policies, including Relationships and Sex Education guidance,
- Shared services to ensure we secured a SEND Consultant to work alongside the three new SENCOs within the cluster.
- We worked with our feeder secondary school on a reading project to help with transition within this subject area.

The Academy also worked with schools outside of the partnership to ensure we were outward facing when tackling areas from the School Development Plan, including the development of Foundation subjects in line with new Ofsted framework.

School meals are continuing to be provided by Pabulum with meals for both school sites being prepared at the Upham Road site.

**Trustees' Report (continued)****Objectives and Activities**

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

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

Each member of the school community and everyone we meet is valued and respected. As we continue on our journey of faith we try to follow Jesus in sharing with and caring for one another.

We endeavour to act justly, to be peacemakers, to enable every member of the school community to be able to accept and give forgiveness. We create a safe and secure environment in which everyone can be happy, healthy and able to work effectively, so that our children may achieve their full potential in all areas of the curriculum.

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

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

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

**Strategies and Activities:**

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

The school is also committed to providing:

- a broad and balanced curriculum
- teaching and learning opportunities that aspire to high achievement for all the children
- training opportunities for all staff
- a programme of sporting and after school activities
- a commitment to the catholic education, including fundraising activities in support of charitable organisations
- weekly Mass for children and staff
- whole school assemblies and class collective worship
- effective split site working with a clear shared ethos and expectation through enhanced communication
- effective collaborative working partnership with the catholic cluster schools and enhancing links with other primary schools within the area

**Trustees' Report (continued)**

- high quality learning resources, including IT subscriptions to support the children with their learning in various ways

**Public Benefit:**

The Trustees have paid due regard to the Charity Commission guidance on public benefit in deciding what activities the charity should undertake. The Trustees consider that they have acted in the public benefit. The Academy reached out to the community by supporting CAFOD, Mission Together, Lymphoma Association, The Harbour Project and NSPCC charities. Work experience placements have been provided for students from local schools and colleges.

There has been liaison with the Holy Rood Parish for parish events such as the children's liturgy and First Communion programme. The school has accommodated parish events in the school hall. The Parents and Teachers Association have supported the school by promoting fund raising and social events outside of the normal school pattern. The Academy hires out the school buildings to local groups for the benefit of the local community.

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

The Academy continues to be committed to observing the importance of performance indicators to ensure that it strives for both educational and financial excellence.

Since the time that Holy Rood took over ownership of Upham Road site in September 2016, premises development has taken place during the summer holidays in 2016, 2017 and 2018. The expansion is finally complete, with Holy Rood now being a full primary school, occupying the entirety of the Upham Road site, and having full year groups from reception to year 6. All classrooms have been refurbished with new furniture, equipment and resources being purchased.

The Academy continued to provide a breakfast club on both school sites where children can attend from 7.30am each day enabling working families to have more flexibility with childcare arrangements as well as providing the children with an exciting array of activities, a chance to socialise with their peers before school as well as providing them with a nutritious and varied breakfast.

The Academy continued to operate a walking bus to assist parents with dropping off their children between the two school sites.

The Academy opened its new after school facility in November 2018 offering parents after school childcare provision until 5.30pm every school day. Children from both of our school sites can use this facility. The children have the opportunity to participate in a wide and varied range of fun and engaging activities, chosen to meet the needs of the individuals. They also receive a healthy snack and a high level of care to enable the children to gain confidence and learn new skills in a safe and fun learning environment.

The Academy continued to develop its senior leadership and management team. These members of staff have helped the school to produce a rigorous and detailed school development plan focusing on the key areas where improvement is required. The Academy worked closely with its school improvement partner throughout the Academic year and developed close working relationships with external consultants in Maths and the Early Years Foundation Stage.

Continued support from the Parents and Teachers Association has enabled the Academy to hold e-safety shows for key stage two children. They held regular fund raising events for the children including popcorn club, school discos and arranging the year six leaving celebration. These activities provide a broader learning experience which will have a positive impact on the children's development throughout the school.

## Trustees' Report (continued)

## Attainment – Summer 2019

## EYFS

## ASSESSMENTS

Item	Holy Rood Catholic Primary School (3426)		Local Authority - Swindon		NCER National	
	Value		Value	Gap	Value	Gap
Good Level of Development ●	71.2%		71.2%	0.0%	71.8%	-0.6%
Average Total Points Score	35.5		35.2	+0.3	34.6	+0.9
All Goals, Exp+ ●	67.8%		70.0%	-2.2%	70.7%	-2.9%
Prime Goals, Exp+ ●	84.7%		79.2%	+5.5%	79.2%	+5.5%
Com. & Lang. Goals, Exp+ ●	93.2%		81.8%	+11.4%	82.2%	+11.0%
Phys. Dev. Goals, Exp+ ●	98.3%		86.2%	+12.1%	87.1%	+11.2%
PSE Goals, Exp+ ●	88.1%		84.8%	+3.3%	84.8%	+3.3%
Specific Goals, Exp+ ●	69.5%		70.8%	-1.3%	71.4%	-1.9%
Literacy Goals, Exp+ ●	76.3%		73.3%	+3.0%	73.4%	+2.9%
Maths Goals, Exp+ ●	78.0%		78.5%	-0.5%	78.5%	-0.5%
Und. The World Goals, Exp+ ●	89.8%		84.2%	+5.6%	83.9%	+5.9%
Exp. Arts & Des. Goals, Exp+ ●	89.8%		88.0%	+1.8%	87.2%	+2.6%

## Year 1 Phonics



## Phonics Benchmark

		Mark								Outcome				
Estab. No.	Estab. Name	Cohort	No Score	0-15	16-23	24-31	32-36	37-40	APS	Q	A	D	WT	WA
-	NCER National	641,970	1.9%	7.0%	3.9%	5.4%	28.9%	53.0%	33.8	-	0.2%	1.7%	16.2%	81.9%
-	Local Authority	2,974	1.7%	7.9%	4.8%	5.5%	29.5%	50.6%	33.3	0.0%	0.2%	1.6%	18.2%	80.1%
3426	Holy Rood Catholic Primary School	58	0.0%	3.4%	0.0%	3.4%	32.8%	60.3%	35.8	0.0%	0.0%	0.0%	6.9%	93.1%



## Trustees' Report (continued)

## Key Stage 1 Results

## ASSESSMENTS

Subject	Level	Holy Rood Catholic Primary School (3426)			Local Authority - Swindon		NCER National	
		Value			Value	Gap	Value	Gap
Reading	≥EXS	78.0%			75.3%	+2.7%	74.9%	+3.1%
	GDS	20.3%			25.9%	-5.6%	25.0%	-4.7%
Writing	≥EXS	72.9%			70.2%	+2.7%	69.2%	+3.7%
	GDS	16.9%			16.1%	+0.8%	14.8%	+2.1%
Maths	≥EXS	78.0%			76.9%	+1.1%	75.6%	+2.4%
	GDS	16.9%			22.8%	-5.9%	21.7%	-4.8%

## Key Stage 2 Results

## ATTAINMENT &amp; ASSESSMENTS

Subject	Level	Holy Rood Catholic Primary School (3426)			Local Authority - Swindon		NCER National	
		Value			Value	Gap	Value	Gap
Reading (test), Writing (TA) & Maths (test)	≥EXS/Exp.Std.	77.3%			61.6%	+15.7%	64.8%	+12.5%
	GDS/High Score	9.1%			9.2%	-0.1%	10.5%	-1.4%
Reading	≥Exp.Std.	84.8%			70.3%	+14.5%	73.2%	+11.6%
	High Score	39.4%			25.3%	+14.1%	26.9%	+12.5%
Writing (TA)	≥EXS	81.8%			78.1%	+3.7%	78.5%	+3.3%
	GDS	13.6%			19.3%	-5.7%	20.1%	-6.5%
Maths (test)	≥Exp.Std.	81.8%			76.3%	+5.5%	78.7%	+3.1%
	High Score	33.3%			23.9%	+9.4%	26.6%	+6.7%

**Trustees' Report (continued)**Key Performance Indicators:

Educational indicators include analysis of results from the Early Years Foundation Stage Profile, Year One Phonics Testing, End of Key Stage One Tests and End of Key Stage Two Tests. In school assessments are carried out three times a year using revised assessment spreadsheets which support the end of Key Stage expectations. The Academy's assessment tracker system ensures that the school can identify progress of all children from their key stage related starting points, as well as identifying vulnerable groups and individuals, allowing the school to narrow any educational gaps.

The Academy is monitored through the completion and submission to the Education and Skills Funding Agency of the Academies Budget Forecast return.

Going Concern:

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

Financial Review:

The principal source of funding is from the Department for Education, via the Education and Skills Funding Agency. This funding has supported the key objectives of the Academy. The bulk of the Academy's funding is the General Annual Grant (restricted funding). The Academy has worked with representatives from the Clifton Diocese to secure the relevant funds to meet the needs of the school as it completed its expansion. The Academy received "Trigger Funding" from the Local Authority to meet the increase in pupil numbers as the school continued its expansion. The restricted fixed asset fund balance which includes unspent capital grants is reduced by annual depreciation charges over the expected useful life of the assets concerned, in line with the rates contained in the Academy's Accounting Policy. The balance sheet includes a liability for £461,000 (2018: £196,000) in relation to the Academy's FRS102 valuation of the local government pension scheme which the board of trustees have agreed should be included within the Risk Register.

Total income for the year = £2,001,427 (2018: £1,923,768)

Total expenditure for the year = £2,153,642 (2018: £2,010,731)

The academy made an in year deficit of £12,172 (change in balance of restricted general funds (excluding pension reserve) plus unrestricted funds). At the 31 August 2019 the actual position of reserves was £173,805 (being the total balance at 31 August 2018 on restricted general funds (excluding pension reserve) plus the balance on unrestricted funds).

The deficit on the defined benefit pension scheme increased from £196,000 to £461,000.

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

Reserves Policy:

The Trustees have determined that the appropriate level of free cash reserves should be approximately £165,000, representing one month's charitable activities resources expended (excluding depreciation). The reason for this is to provide sufficient working capital to cover delays between spending and receipt of grants and to provide a cushion to deal with unexpected emergencies such as urgent maintenance.

As at 31st August 2019, the Academy had free reserves (total funds less the amount held in fixed assets and restricted funds) of £114,785 (2018: £102,018). The academy also held an amount of £59,020 on restricted general funds. Therefore, the reserves held are slightly above the required level.

**Trustees' Report (continued)**

The total balance at 31 August 2019 on restricted general funds (excluding pension reserve) plus the balance on unrestricted funds was £173,805.

In total, at 31 August 2019, the funds of the academy were £48,502, which is represented by a deficit balance of £66,283 of restricted funds and £114,785 unrestricted funds. £301,481 of the restricted funds can only be realised by disposing of tangible fixed assets.

The trustees acknowledge the increase pension reserve deficit of £461,000 (2018 £196,000) and will monitor the situation with a view to increasing contributions at a later date in order to reduce the deficit.

**Investment Policy:**

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

**Principal Risks and Uncertainties:**

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

The Trustees have an agreed risk register, risk strategy and business continuity plan.

This risk register is regularly reviewed by the board of trustees. The highest risks are identified and control procedures agreed by the board of trustees.

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

**Financial**

The Academy has considerable reliance on continued Government funding through the ESFA. In the last year, 95.6% of the Academy's incoming resources was ultimately Government funded and whilst this level is expected to continue, there is no assurance that Government policy or practice will remain the same or that public funding will continue at the same levels or on the same terms. As a split site primary, we are currently seeking additional financial support in the form of a split site grant from the Local Authority. This is currently under consultation with all schools within the same Local Authority.

**Failures in governance and/or management**

The risk in this area arises from potential failure to effectively manage the Academy's finances, internal controls, compliance and regulations and legislation, statutory returns etc. The Trustees continue to review and ensure that appropriate measures are in place to mitigate these risks.

**Reputational**

The continuing success of the Academy is dependent on continuing to attract applicants in sufficient numbers by maintaining the highest educational standards. To mitigate this risk Trustees ensure that student success and achievement are closely monitored and reviewed.

**Safeguarding and child protection**

The Trustees continue to ensure that the highest standards are maintained in the areas of selection and monitoring of staff, the operation of child safeguarding and protection policies and procedures, health and safety and discipline.

**Staffing**

The success of the Academy is reliant on the quality of its staff and so the Trustees monitor and review policies and procedures to ensure continued development and training of staff as well as ensuring there is clear succession planning.

**Trustees' Report (continued)****Fraud and mismanagement of funds**

The Academy has appointed Finance Services For Schools Ltd to undertake a program of additional testing and to carry out checks on financial systems and records as required by the Academy Financial Handbook. All finance staff receive training to keep them up to date with financial practice requirements and develop their skills in this area.

**Fundraising**

The academy trust does not use any external fundraisers. All fundraising undertaken during the year was monitored by the Trustees. The academy occasionally applies for grants. The PFA, a separate organisation, raises funds from the community which are donated to the academy. The academy has not received any complaints regarding the fundraising of the PFA.

**Plans for Future Periods**

The Academy maintains a School Development Plan that outlines the educational and financial aims over the next two years. This is a working document which is reviewed on a regular basis at senior management team meetings with all staff and Trustees contributing to its development. This will now form part of the Ofsted action plan which will be regularly reviewed to monitor progress and impact.

The school expansion is now complete with two classes in reception through to year 6. Early years foundation stage and key stage one children are based on the Groundwell Road site and key stage two children are based on the Upham Road site.

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

**Auditor**

In so far as the Trustees as aware:

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

Trustees' report, incorporating a Strategic Report, approved by order of the members of the board of trustees on 27 Nov 2019 and signed on its behalf by:



**Phil Gilvin**  
**Chair of Trustees**

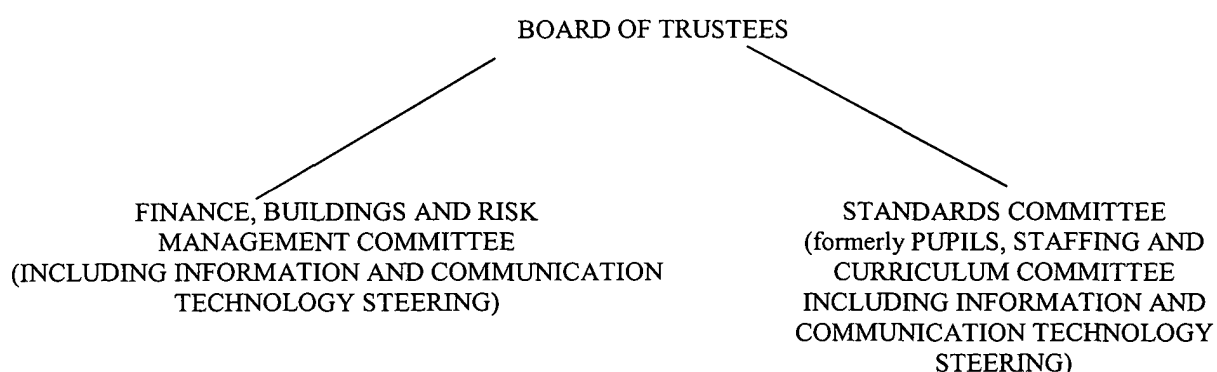
## Governance Statement

### Scope of Responsibility

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

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

## Governance



The Full board of trustees holds at least three meetings a year and Committees meet once every term. Trustees visit the school regularly and take an active part in school life. All Trustees are asked to complete a "Governor Visit Feedback Form" after each visit in to school.

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

**Governance Statement (continued)****TRUSTEES' ATTENDANCE AT MEETINGS 2018-2019**

The Full board of trustees (FGB) met on:

2018 12<sup>th</sup> September, 26<sup>th</sup> September, 26<sup>th</sup> November,

2019 28<sup>th</sup> January, 25<sup>th</sup> March, 2<sup>nd</sup> May, 8<sup>th</sup> July

The trustees also held an away day 10<sup>th</sup> June 2019

The Standards Committee (formerly Pupils, Staffing and Curriculum) met on:

2018 15<sup>th</sup> November

2019 12<sup>th</sup> February, 2<sup>nd</sup> April, 17<sup>th</sup> June

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

2018 19<sup>th</sup> September

2019 15<sup>th</sup> January, 5<sup>th</sup> March, 11<sup>th</sup> June

**Trustees' Attendance / Possible Attendance**

	Full board of trustees	Trustees Away Day	Standards Committee	Finance, Buildings, and Risk Management Committee
Phil Gilvin (Chair of Trustees)	7/7	1/1	3/4	N/A
Anne Jones	6/7	1/1	4/4	N/A
Bill Campbell	7/7	1/1	N/A	3/4
Tim Crook	7/7	1/1	N/A	4/4
Rebecca Deighton	7/7	1/1	N/A	4/4
Naomi Fry	7/7	1/1	4/4	4/4
Chris Horgan	2/7	1/1	N/A	4/4
Dorota Kieljan	5/7	0/1	4/4	N/A
Phil Paton	5/7	1/1	N/A	3/4
Aisling Roberts	6/7	1/1	4/4	N/A
Jude Scutt (resigned 26 <sup>th</sup> March 2019)	4/5	1/1 by invitation	1/2	N/A
Pete Scutt	5/7	1/1	3/4	N/A
Helen Walsh	7/7	0/1	4/4	
Luisa Weston (resigned 8 <sup>th</sup> October 2018)	0/2	N/A	N/A	0/1
Helen Thomas (Appointed 26 <sup>th</sup> February 2019)	7/7	1/1	4/4	3/4

As at 31<sup>st</sup> August 2019 the board of trustees had the following vacancies:

One Parent Trustee vacancy

One Foundation Trustee vacancy

One Co-opted Trustee vacancy

**Governance Statement (continued)**

The responsibilities of the committees are:-

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

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

**Curriculum**

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

**ICT**

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

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

1. Planning the Budget
2. Approving the Budget including Expansion Budget
3. Monitoring the Budget including the review of Monthly Management Accounts
4. Scheme of Delegation Review
5. Condition of Site and Premises
6. Repairs and Maintenance
7. Lettings
8. Health and Safety
9. Insurance
10. Planning Strategies
11. Review of the Risk Register

**ICT**

1. Considers funding and training requirements to meet ICT targets.
2. Ensures that 'best value' principles are applied whilst making use of available funding.
3. Contributes to the formulation of ICT policy and development plans.
4. ICT Infrastructure including Split Site Working

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

Other specific committees set up by the board of trustees include: Admissions Committee, Discipline Committee, Staff Dismissal Committee and Dismissal Appeal Committee.

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

**Governance Statement (continued)**

During the financial year ending 31st August 2019 there were no key changes in the composition of the board of trustees.

The coverage of work that the board of trustees carries out and its responsibilities are detailed above.

**Academic Year 2018-19**

The year saw continuing challenges in the management and governance of the school:

- Implementing the areas identified on the School Development Plan relating to our previous Ofsted Inspection, including improving the consistency in teaching and learning
- ongoing difficulties in obtaining high-quality staff.

The school had previously identified a need to improve the quality of school improvement advice, and in particular the challenge being provided by the SIP. A new SIP was appointed late in 2016-17, and during the last two academic years it has been noted that many areas of development are being rapidly addressed and are having a significant impact which can be evidenced through learning walks and book looks.

A governance review has also taken place to look at their key roles and responsibilities and the structure of the committees. There was a lot of discussion around strategic and operational and how Trustees could challenge effectively to monitor their subject areas, recording this effectively on link Governor forms. The School Improvement Partner has also supported the Trustees by delivering new Ofsted framework and curriculum design training.

The start of the academic year 2018-19 saw a change of both Chair and Clerk. The appointees are both experienced in their fields.

The Head Teacher uses the Analyse School Performance Data (ASP), local authority data as well as the school's own robust data system to summarise and highlight key information to share with the board. This allows all stakeholders to have a secure knowledge on the Academy's achievements and school focus areas for the next academic year. The board acknowledges that this information is accurate and gives a comparison to national data.

**Review of Value for Money**

As accounting officer, the head teacher has responsibility for ensuring that the academy 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'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 available. The accounting officer for the academy has delivered improved value for money during the year by:

- Constantly reviewing our staffing structure to ensure education goals are achieved.
- The 2018/2019 end of year data shows that EYFS are achieving above the national average in the majority of Prime Goals and Specific Goals for children achieving expected + and the Good Level of Development is broadly in line with the National result.
- The Year 1 Phonics Screener results shows that our children achieved significantly better than nationally and the local authority.
- The 2018/2019 end of Key Stage 1 data shows that the children are achieving above the national and local authority for expected plus in writing, maths and reading.
- The 2018/2019 end of Key Stage 2 data shows that the children are achieving above the national and local authority for expected plus in writing, maths and reading.
- Having a Finance, Buildings and Risk Management (FBRM) Committee who take an active role in agreeing each year's budget and how we have utilised our resources to achieve our academic goals.
- The Academy with support from the Parents and Teachers Association organising extra-curricular events to enhance every child's learning.
- The Academy continuing to operate a breakfast club.



**Governance Statement (continued)**

- Letting our school hall to generate income.
- The Academy operating an after school provision for our children

**The Purpose of the System of Internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Academy's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in Holy Rood Catholic Primary School for the year ended 31 August 2018 and up to the date of approval of the annual report and financial statements.

**Capacity to Handle Risk**

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

**The Risk and Control Framework**

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

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

The board of trustees has considered the need for a specific internal audit function and has decided not to appoint an internal auditor. However the trustees have appointed MHA Monahans, the external auditor, to perform additional checks. The reviewer's role includes giving advice on financial matters and performing a range of checks on the academy's financial systems. In particular, the checks carried out in the period included testing of payroll systems. The reviewer reports to the board of trustees on the operation of the system of control and the discharge of the board of trustees's financial responsibilities. The reviewer has delivered their schedule of work as planned. There were no material control issues arising as a result of the reviewer's work.

The board of trustees have ensured that there is segregation of duties to maintain good practice. There are stringent guidelines and delegation of duties to maintain good practice relating to all aspects of the Academy's finances. The Scheme of Delegation is reviewed and agreed annually by the board of trustees and is a further safeguard.

**Governance Statement (continued)****Review of Effectiveness**

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

- the work of the reviewer; and
- the work of the external auditors; and
- the work of the School Business Manager within the Academy 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, Buildings and Risk Management Committee and it has been noted that no weaknesses have been identified. The committee are continuously looking for ways to improve the systems is in place.

Approved by order of the members of the board of trustees on 27 Nov 2019 and signed on its behalf by:

.....  
Phil Gilvin  
Chair

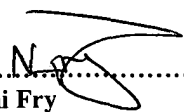
.....  
Naomi Fry  
Accounting Officer

**Statement on Regularity, Propriety and Compliance**

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

I confirm that I and the Academy Trust 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.

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.

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

**Statement of Trustees' Responsibilities**

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

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

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

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Academy's transactions and disclose with reasonable accuracy at any time the financial position of the Academy and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Academy and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.


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

In so far as the Trustees are aware:

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

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

Approved by order of the members of the board of trustees on 27 Nov 2019 and signed on its behalf by:



.....  
**Phil Gilvin**  
**Chair**

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

**Opinion**

We have audited the financial statements of Holy Rood Catholic Primary School (the 'charitable company') for the year ended 31 August 2019 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and the Accounts Direction 2018 to 2019 issued by the Education and Skills Funding Agency (ESFA).

In our opinion the financial statements:

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

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements 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 financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company'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 financial statements are authorised for issue.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report (being the Reference and Administration details, Trustees Report, incorporating the Strategic Report and the Directors Report, the Governance Statement, the Statement on Regularity, Propriety and Compliance and the Trustees Responsibilities Statement) but does not include the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements 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 financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**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 Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has 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 charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

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

**Responsibilities of trustees**

As explained more fully in the Statement of Trustees Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company'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 to cease operations, or have no realistic alternative but to do so.

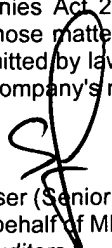
**Our responsibilities for the audit of the financial statements**

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

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

**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 auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

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

Date: 4th December 2019

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

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

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

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

The accounting officer is responsible, under the requirements of Holy Rood Catholic Primary School's funding agreement with the Secretary of State for Education and the Academies Financial Handbook, extant from 1 September 2018, for ensuring that expenditure disbursed and income received is applied for the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

Our responsibilities for this engagement are established in the United Kingdom by our profession's ethical guidance and are to obtain limited assurance and report in accordance with our engagement letter and the requirements of the Academies Accounts Direction 2018 to 2019. We report to you whether anything has come to our attention in carrying out our work which suggests that in all material respects, expenditure disbursed and income received during the period 1 September 2018 to 31 August 2019 have not been applied to purposes intended by Parliament or that the financial transactions do not conform to the authorities which govern them.

**Approach**

We conducted our engagement in accordance with the Academies Accounts Direction 2018 to 2019 issued by the ESFA. We performed a limited assurance engagement as defined in our engagement letter.

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

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

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

In planning and conducting our work we had due regard to professional guidance, including the Academies Accounts Direction 2018. The work undertaken to draw to our conclusion, includes, but is not limited to:

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

**Conclusion**

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



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

Date: 4th December 2019

**Holy Rood Catholic Primary School**

**Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the Year Ended 31 August 2019**

		Unrestricted funds £	Restricted funds £	Fixed asset fund £	Total 2019 funds £	Total 2018 funds £
	Notes					
<b>INCOME AND ENDOWMENTS FROM</b>						
Donations and capital grants	2	47,167	4,300	20,961	72,428	88,029
<b>Charitable activities</b>						
Funding for the academy's educational operations	3	58,925	1,855,093	-	1,914,018	1,784,172
Other trading activities	4	14,832	-	-	14,832	51,434
Investment income	5	<u>149</u>	<u>-</u>	<u>-</u>	<u>149</u>	<u>133</u>
<b>Total</b>		121,073	1,859,393	20,961	2,001,427	1,923,768
<b>EXPENDITURE ON</b>						
<b>Charitable activities</b>						
Academy's educational operations		<u>108,306</u>	<u>1,929,875</u>	<u>115,461</u>	<u>2,153,642</u>	<u>2,010,731</u>
<b>NET INCOME/(EXPENDITURE)</b>		12,767	(70,482)	(94,500)	(152,215)	(86,963)
<b>Transfers between funds</b>	18	<u>-</u>	<u>(21,457)</u>	<u>21,457</u>	<u>-</u>	<u>-</u>
<b>Other recognised gains/(losses)</b>						
Actuarial gains/losses on defined benefit schemes		<u>-</u>	<u>(198,000)</u>	<u>-</u>	<u>(198,000)</u>	<u>146,000</u>
<b>Net movement in funds</b>		12,767	(289,939)	(73,043)	(350,215)	59,037
<b>RECONCILIATION OF FUNDS</b>						
<b>Total funds brought forward</b>		<u>102,018</u>	<u>(112,041)</u>	<u>408,740</u>	<u>398,717</u>	<u>339,680</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>114,785</u></u>	<u><u>(401,980)</u></u>	<u><u>335,697</u></u>	<u><u>48,502</u></u>	<u><u>398,717</u></u>

The notes form part of these financial statements

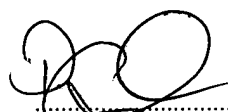


**Holy Rood Catholic Primary School (Registered number: 07697045)**

**Balance Sheet**  
**At 31 August 2019**

	Notes	2019 £	2018 £
<b>FIXED ASSETS</b>			
Tangible assets	12	301,481	384,350
<b>CURRENT ASSETS</b>			
Stocks	13	2,892	1,914
Debtors	14	174,438	144,530
Cash at bank and in hand		<u>273,312</u>	<u>258,767</u>
		450,642	405,211
<b>CREDITORS</b>			
Amounts falling due within one year	15	(242,621)	(194,844)
<b>NET CURRENT ASSETS</b>		<u>208,021</u>	<u>210,367</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		509,502	594,717
<b>PENSION LIABILITY</b>	19	(461,000)	(196,000)
<b>NET ASSETS/(LIABILITIES)</b>		<u><u>48,502</u></u>	<u><u>398,717</u></u>
<b>FUNDS</b>	18		
Restricted funds:			
Fixed asset fund		335,697	408,740
Restricted general funds		59,020	83,959
Pension reserve		<u>(461,000)</u>	<u>(196,000)</u>
<b>Total restricted funds</b>		(66,283)	296,699
Unrestricted funds		<u>114,785</u>	<u>102,018</u>
<b>TOTAL FUNDS</b>		<u><u>48,502</u></u>	<u><u>398,717</u></u>

The financial statements were approved by the Board of Trustees on 27 Nov 2019 and were signed on its behalf by:

  
.....  
P Gilvin - Trustee

**Holy Rood Catholic Primary School**

**Cash Flow Statement**  
**for the Year Ended 31 August 2019**

	Notes	2019 £	2018 £
<b>Cash flows from operating activities:</b>			
Cash generated from operations	22	<u>26,027</u>	<u>63,253</u>
<b>Net cash provided by (used in) operating activities</b>		<u>26,027</u>	<u>63,253</u>
<b>Cash flows from investing activities:</b>			
Purchase of tangible fixed assets		(32,592)	(69,970)
Capital grants from DfE/ESFA		20,961	20,679
Interest received		<u>149</u>	<u>133</u>
<b>Net cash provided by (used in) investing activities</b>		<u>(11,482)</u>	<u>(49,158)</u>
<b>Change in cash and cash equivalents in the reporting period</b>		14,545	14,095
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>258,767</u>	<u>244,672</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u>273,312</u>	<u>258,767</u>

The notes form part of these financial statements

## **Holy Rood Catholic Primary School**

### **Notes to the Financial Statements** **for the Year Ended 31 August 2019**

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', the Academies Accounts Direction 2018 to 2019 issued by the ESFA, the Charities Act 2011 and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Holy Rood Catholic Primary School meets the definition of a public benefit entity under FRS 102.

The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest pound.

##### **General information**

Holy Rood Catholic Primary School is a company limited by guarantee, without share capital, incorporated in England and Wales. The registered office address can be found in the Trustees' Report.

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

##### **Changes in accounting policies**

Following new guidance contained in the Academies Accounts Direction, where schools join an Academy and obtain permission to occupy buildings under a Church Supplemental Agreement (CSA), those buildings need not be recognised as a fixed asset in the balance sheet of the Academy Trust. This is considered to be a more appropriate policy in order to recognise the true ownership of such buildings where occupation is granted under a two-year rolling licence with the risks and rewards of ownership being retained by the land owner.

The Academy occupies its buildings under a CSA and therefore the land and buildings have not been recognised as assets in the balance sheet. Notional rent of £47,000 p.a. has been recognised for the use of the buildings, with an equal notional donation from the Church also recognised.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Grants**

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

Capital grants are recognised in full when there is an unconditional entitlement to the grant. Unspent amounts of capital grants are reflected in the balance sheet in the restricted fixed asset fund. Capital grants are recognised when there is entitlement and are not deferred over the life of the asset on which they are expended.

##### **Donations**

Donations are recognised on a receivable basis (where there are no performance related conditions), where it is probable that the income will be received and the amount can be measured reliably.

##### **Other income**

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

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2019**

**1. ACCOUNTING POLICIES - continued**

**Donated goods, facilities and services**

Goods donated for resale are included at fair value, being the expected proceeds from sale less the expected costs of sale. If it is practical to assess the fair value at receipt, it is recognised in stock and 'Income from other trading activities'. Upon sale, the value of the stock is charged against 'Income from other trading activities' and the proceeds are recognised as 'Income from other trading activities'. Where it is impractical to fair value the items due to the volume of low value items they are not recognised in the financial statements until they are sold. This income is recognised within 'Income from other trading activities'.

Where material, donated goods and services are recognised as income when the academy has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the academy of the item is probable and that economic benefit can be measured reliably. On receipt, where material, donated goods and services are recognised on the basis of the value of the gift to the academy which is the amount the academy would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

**Expenditure**

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

**Charitable activities**

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

**Tangible fixed assets**

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

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

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

Site improvements	- 5 - 50 years
Fixtures, fittings and equipment	- 5 years
ICT equipment	- 3 years
Motor vehicles	- 5 years

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

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

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

Land and buildings occupied under a Church Supplemental Agreement are not recognised as assets in the balance sheet. Where capital expenditure has been incurred by the academy then the academy trust recognises a site improvement asset funded by capital grants even when the site is not recognised as land and buildings in their academy trust's own accounts.

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2019**

**1. ACCOUNTING POLICIES - continued**

**Stocks**

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

**Taxation**

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

**Financial instruments**

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

Financial assets - trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

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

Financial liabilities - trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

**Fund accounting**

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

Restricted fixed asset funds are resources which are to be applied to specific capital purposes imposed by 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 Department for Education Group.

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

The LGPS is a funded multi-employer scheme and the assets are held separately from those of the academy trust in separate trustee administered funds. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit credit method and discounted at a rate equivalent to the current rate of return on a high quality corporate bond of equivalent term and currency to the liabilities. The actuarial valuations are obtained at least triennially and are updated at each balance sheet date. The amounts charged to operating surplus are the current service costs and the costs of scheme introductions, benefit changes, settlements and curtailments. They are included as part of staff costs as incurred. Net interest on the net defined benefit liability/asset is also recognised in the Statement of Financial Activities and comprises the interest cost on the defined benefit obligation and interest income on the scheme assets, calculated by multiplying the fair value of the scheme assets at the beginning of the period by the rate used to discount the benefit obligations. The difference between the interest income on the scheme assets and the actual return on the scheme assets is recognised in other recognised gains and losses.

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

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2019**

**1. ACCOUNTING POLICIES - continued**

**Critical accounting estimates and areas of judgement**

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 (income) for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 19, will impact the carrying amount of the pension liability. Furthermore a roll forward approach which projects results from the latest full actuarial valuation performed at 31 March 2016 has been used by the actuary in valuing the pensions liability at 31 August 2019. Any differences between the figures derived from the roll forward approach and a full actuarial valuation would impact on the carrying amount of the pension liability.

**Critical areas of judgement**

Under the Church Supplementary Agreement between the academy and the Clifton Diocese the academy is given rent free use of certain land and buildings. The Academy Accounts Direction requires that an appropriate notional donation of rent is recognised in the financial statements. The rent has been estimated as the equivalent of the annual depreciation charge on the value of the land and buildings.

**2. DONATIONS AND CAPITAL GRANTS**

	Unrestricted funds £	Restricted funds £	2019 Total funds £	2018 Total funds £
Donations	167	4,300	4,467	20,350
Grants	-	20,961	20,961	20,679
Notional donation from Diocese re property occupied	<u>47,000</u>	<u>-</u>	<u>47,000</u>	<u>47,000</u>
	<u>47,167</u>	<u>25,261</u>	<u>72,428</u>	<u>88,029</u>

Grants received, included in the above, are as follows:

	2019 £	2018 £
DfE/ESFA capital grants	<u>20,961</u>	<u>20,679</u>

**3. FUNDING FOR THE ACADEMY'S EDUCATIONAL OPERATIONS**

	Unrestricted funds £	Restricted funds £	2019 Total funds £	2018 Total funds £
Grants	-	1,830,742	1,830,742	1,727,891
School trips and swimming	-	24,351	24,351	13,533
School uniform	30	-	30	1,081
Afterschool club	22,241	-	22,241	14,581
Catering	<u>36,654</u>	<u>-</u>	<u>36,654</u>	<u>27,086</u>
	<u>58,925</u>	<u>1,855,093</u>	<u>1,914,018</u>	<u>1,784,172</u>

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2019**

**3. FUNDING FOR THE ACADEMY'S EDUCATIONAL OPERATIONS - continued**

An analysis of grants received is given below:

	Unrestricted funds £	Restricted funds £	2019 Total funds £	2018 Total funds £
<b>DfE/ESFA revenue grant</b>				
General Annual Grant(GAG)	-	1,372,572	1,372,572	1,179,852
Other DfE/ESFA Grants	-	159,459	159,459	135,606
	-	1,532,031	1,532,031	1,315,458
<b>Other government grant</b>				
Other government grants	-	198,105	198,105	199,300
Special education projects	-	76,135	76,135	79,577
	-	274,240	274,240	278,877
<b>Other</b>				
Other grants	-	24,471	24,471	133,556
	-	1,830,742	1,830,742	1,727,891

**4. OTHER TRADING ACTIVITIES**

	Unrestricted funds £	Restricted funds £	2019 Total funds £	2018 Total funds £
Hire of facilities	1,845	-	1,845	3,270
Other income	12,987	-	12,987	48,164
	14,832	-	14,832	51,434

**5. INVESTMENT INCOME**

	Unrestricted funds £	Restricted funds £	2019 Total funds £	2018 Total funds £
Deposit account interest	149	-	149	133

**6. EXPENDITURE**

	Staff costs £	Non-pay expenditure Premises £	Other costs £	2019 Total £	2018 Total £
<b>Charitable activities</b>					
<b>Academies educational operations</b>					
Direct costs	1,204,559	-	227,709	1,432,268	1,314,405
Allocated support costs	350,746	127,553	243,075	721,374	696,326
	1,555,305	127,553	470,784	2,153,642	2,010,731

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2019**

**6. EXPENDITURE - continued**

Net income/(expenditure) is stated after charging/(crediting):

	2019	2018
	£	£
Auditors' remuneration	6,895	6,200
Auditor's remuneration - other non-audit services	4,620	3,703
Depreciation - owned assets	<u>115,461</u>	<u>131,320</u>

**7. CHARITABLE ACTIVITIES - ACADEMY'S EDUCATIONAL OPERATIONS**

	Unrestricted funds £	Restricted funds £	2019 Total funds £	2018 Total funds £
Direct costs	10,893	1,421,375	1,432,268	1,314,405
Support costs	<u>97,413</u>	<u>623,961</u>	<u>721,374</u>	<u>696,326</u>
	<u>108,306</u>	<u>2,045,336</u>	<u>2,153,642</u>	<u>2,010,731</u>

	2019 Total £	2018 Total £
<b>Analysis of support costs</b>		
Support staff costs	350,746	313,443
Depreciation	72,506	87,767
Premises costs	122,650	137,225
Other support costs	159,054	135,869
Governance costs	<u>16,418</u>	<u>22,022</u>
<b>Total support costs</b>	<u>721,374</u>	<u>696,326</u>

**8. TRUSTEES' REMUNERATION AND BENEFITS**

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

N Fry (principal and trustee)

Remuneration £65,000 - £70,000 (2018: £65,000 - £70,000)

Employer's pension contributions £10,000 -£15,000 (2017: £10,000 - £15,000)

R Deighton (staff trustee)

Remuneration £25,000 - £30,000 (2018: £25,000 - £30,000)

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

H Thomas (staff trustee) - Appointed 26/02/2019

Remuneration £20,000 - £25,000

Employer's pension contributions £0 -£5,000

L Weston (staff trustee) - Resigned 08/10/2018

Remuneration £0,000 - £5,000 (2018: £35,000 - £40,000)

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

**Trustees' expenses**

During the year ended 31 August 2019, travel and subsistence expenses totalling £522 were reimbursed to 4 staff trustees (no expenses were reimbursed to non-staff trustees). Other related party transactions involving the trustees are set out in note 20.



**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2019**

**9. STAFF COSTS**

	2019 £	2018 £
Wages and salaries	1,155,447	1,010,293
Social security costs	90,805	79,392
Operating costs of defined benefit pension schemes	<u>287,800</u>	<u>260,770</u>
	1,534,052	1,350,455
Supply teacher costs	<u>21,253</u>	<u>22,939</u>
	<u><u>1,555,305</u></u>	<u><u>1,373,394</u></u>

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

	2019	2018
Teachers	19	17
Teaching assistants	22	20
Administration and support	19	18
Management	<u>2</u>	<u>3</u>
	<u><u>62</u></u>	<u><u>58</u></u>

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

	2019	2018
£60,001 - £70,000	<u>1</u>	<u>1</u>

The full time equivalent number of persons employed by the Academy during the year was:

	2019 Number	2018 Number
Teachers	16	15
Teaching assistants	16	15
Administration and support	13	11
Management	<u>2</u>	<u>3</u>
	<u><u>47</u></u>	<u><u>44</u></u>

**Key management personnel**

The key management personnel of the academy trust comprise the trustees and the senior management team as listed on page 3. 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 £154,975 (2018: £191,272).

**10. TRUSTEES' AND OFFICERS' INSURANCE**

In accordance with normal commercial practice the Academy has purchased insurance to protect trustees and officers from claims arising from negligent acts, errors or omissions occurring whilst on Academy business. The insurance provides cover up to £5,000,000 on any one claim. It is not possible to quantify the trustees and officers indemnity element from the overall cost of the insurance.

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2019**

**11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**  
**Year ended 31 August 2018**

	Unrestricted funds £	Restricted funds £	Fixed asset fund £	Total funds £
<b>INCOME AND ENDOWMENTS</b>				
<b>FROM</b>				
Donations and capital grants	48,752	18,598	20,679	88,029
<b>Charitable activities</b>				
Funding for the academy's educational operations	42,748	1,741,424	-	1,784,172
Other trading activities	51,434	-	-	51,434
Investment income	133	-	-	133
<b>Total</b>	<b>143,067</b>	<b>1,760,022</b>	<b>20,679</b>	<b>1,923,768</b>
<b>EXPENDITURE ON</b>				
<b>Charitable activities</b>				
Academy's educational operations	121,137	1,745,049	144,545	2,010,731
<b>NET INCOME/(EXPENDITURE)</b>	<b>21,930</b>	<b>14,973</b>	<b>(123,866)</b>	<b>(86,963)</b>
<b>Transfers between funds</b>	<b>-</b>	<b>(63,551)</b>	<b>63,551</b>	<b>-</b>
<b>Other recognised gains/(losses)</b>				
Actuarial gains/losses on defined benefit schemes	-	146,000	-	146,000
<b>Net movement in funds</b>	<b>21,930</b>	<b>97,422</b>	<b>(60,315)</b>	<b>59,037</b>
<b>RECONCILIATION OF FUNDS</b>				
<b>Total funds brought forward</b>				
As previously reported	80,088	(209,463)	3,701,869	3,572,494
Prior year adjustment	-	-	(3,232,814)	(3,232,814)
<b>As Restated</b>	<b>80,088</b>	<b>(209,463)</b>	<b>469,055</b>	<b>339,680</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>102,018</b>	<b>(112,041)</b>	<b>408,740</b>	<b>398,717</b>

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2019**

**12. TANGIBLE FIXED ASSETS**

	Site improvements £	Furniture and Equipment £	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>					
At 1 September 2018	499,869	167,362	900	108,494	776,625
Additions	<u>1,705</u>	<u>22,512</u>	<u>-</u>	<u>8,375</u>	<u>32,592</u>
At 31 August 2019	<u>501,574</u>	<u>189,874</u>	<u>900</u>	<u>116,869</u>	<u>809,217</u>
<b>DEPRECIATION</b>					
At 1 September 2018	226,406	73,195	210	92,464	392,275
Charge for year	<u>72,506</u>	<u>32,024</u>	<u>180</u>	<u>10,751</u>	<u>115,461</u>
At 31 August 2019	<u>298,912</u>	<u>105,219</u>	<u>390</u>	<u>103,215</u>	<u>507,736</u>
<b>NET BOOK VALUE</b>					
At 31 August 2019	<u>202,662</u>	<u>84,655</u>	<u>510</u>	<u>13,654</u>	<u>301,481</u>
At 31 August 2018	<u>273,463</u>	<u>94,167</u>	<u>690</u>	<u>16,030</u>	<u>384,350</u>

Land and buildings occupied under a Church Supplemental Agreement are not recognised as assets in the balance sheet. These land and buildings are occupied free of charge under a rolling two year licence.

The Supplementary Agreement includes the right for the Clifton Catholic Diocesan Trustees to give not less than two years written notice to the academy and Secretary of state for Education to terminate the agreement. No such written notice has been received as at the date of the approval of the financial statements.

**13. STOCKS**

	2019 £	2018 £
Uniforms and stationery	<u>2,892</u>	<u>1,914</u>

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

	2019 £	2018 £
VAT	20,105	12,897
Prepayments and accrued income	<u>154,333</u>	<u>131,633</u>
	<u>174,438</u>	<u>144,530</u>

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2019**

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

	2019	2018
	£	£
Trade creditors	39,087	87,463
Social security and other taxes	24,512	22,604
Other creditors	27,832	25,444
Accruals and deferred income	<u>151,190</u>	<u>59,333</u>
	<u>242,621</u>	<u>194,844</u>

Deferred income

	£
Deferred Income at 1 September 2018	42,942
Resources deferred in the year	42,444
Amounts released from previous years	<u>(42,942)</u>
Deferred Income at 31 August 2019	<u>42,444</u>

At the balance sheet date the academy trust was holding funds of £42,444 received in advance for the 19/20 school year.

**16. MEMBERS' LIABILITY**

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

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

	Unrestricted funds	Restricted funds	Fixed asset fund	Total funds
	£	£	£	£
Fixed assets	-	-	301,481	301,481
Current assets	208,785	207,641	34,216	450,642
Current liabilities	(94,000)	(148,621)	-	(242,621)
Pension liability	<u>-</u>	<u>(461,000)</u>	<u>-</u>	<u>(461,000)</u>
	<u>114,785</u>	<u>(401,980)</u>	<u>335,697</u>	<u>48,502</u>

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

	Unrestricted funds	Restricted funds	Fixed asset fund	Total funds
	£	£	£	£
Fixed assets	-	-	384,350	384,350
Current assets	102,018	278,803	24,390	405,211
Current liabilities	-	(194,844)	-	(194,844)
Pension liability	<u>-</u>	<u>(196,000)</u>	<u>-</u>	<u>(196,000)</u>
	<u>102,018</u>	<u>(112,041)</u>	<u>408,740</u>	<u>398,717</u>

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued  
for the Year Ended 31 August 2019**

**18. MOVEMENT IN FUNDS**

	At 1.9.18 £	Net movement in funds £	Transfers between funds £	At 31.8.19 £
<b>Unrestricted funds</b>				
Unrestricted fund	102,018	12,767	-	114,785
<b>Restricted fixed asset funds</b>				
DfE group capital grants	47,075	8,885	2,567	58,527
Capital expenditure from GAG	4,679	(2,760)	-	1,919
Fixed assets donated	2,684	(1,400)	-	1,284
Other Capital Grants	121,090	(38,915)	18,890	101,065
Fixed assets transferred	<u>233,212</u>	<u>(60,310)</u>	<u>-</u>	<u>172,902</u>
	408,740	(94,500)	21,457	335,697
<b>Restricted general funds</b>				
General Annual Grant	78,788	(25,568)	-	53,220
Other DfE group grants	3,032	2,306	(2,567)	2,771
Other restricted income	-	21,919	(18,890)	3,029
Pension	(196,000)	(265,000)	-	(461,000)
Other DfE group grant - Pupil premium	<u>2,139</u>	<u>(2,139)</u>	<u>-</u>	<u>-</u>
	(112,041)	(268,482)	(21,457)	(401,980)
<b>Total restricted funds</b>	<u>296,699</u>	<u>(362,982)</u>	<u>-</u>	<u>(66,283)</u>
<b>TOTAL FUNDS</b>	<u><u>398,717</u></u>	<u><u>(350,215)</u></u>	<u><u>-</u></u>	<u><u>48,502</u></u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
Unrestricted fund	121,073	(108,306)	-	12,767
<b>Restricted fixed asset funds</b>				
DfE group capital grants	20,961	(12,076)	-	8,885
Capital expenditure from GAG	-	(2,760)	-	(2,760)
Fixed assets donated	-	(1,400)	-	(1,400)
Other Capital Grants	-	(38,915)	-	(38,915)
Fixed assets transferred	<u>-</u>	<u>(60,310)</u>	<u>-</u>	<u>(60,310)</u>
	20,961	(115,461)	-	(94,500)
<b>Restricted general funds</b>				
General Annual Grant	1,372,572	(1,398,140)	-	(25,568)
Other DfE group grants	106,999	(104,693)	-	2,306
Other government grants	274,240	(274,240)	-	-
Other restricted income	53,122	(31,203)	-	21,919
Other DfE group grant - Pupil premium	52,460	(54,599)	-	(2,139)
Pension	<u>-</u>	<u>(67,000)</u>	<u>(198,000)</u>	<u>(265,000)</u>
	1,859,393	(1,929,875)	(198,000)	(268,482)
<b>Total restricted funds</b>	<u>1,880,354</u>	<u>(2,045,336)</u>	<u>(198,000)</u>	<u>(362,982)</u>
<b>TOTAL FUNDS</b>	<u><u>2,001,427</u></u>	<u><u>(2,153,642)</u></u>	<u><u>(198,000)</u></u>	<u><u>(350,215)</u></u>

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2019**

**18. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1.9.17 £	Prior year adjustment £	Net movement in funds £	Transfers between funds £	At 31.8.18 £
<b>Unrestricted Funds</b>					
Unrestricted fund	80,088	-	21,930	-	102,018
<b>Restricted Funds</b>					
General Annual Grant	53,276	-	25,512	-	78,788
Other DfE group grants	1,104	-	1,928	-	3,032
DfE group capital grants	69,493	-	(22,418)	-	47,075
Other restricted income	-	-	63,551	(63,551)	-
Pension	(269,000)	-	73,000	-	(196,000)
Capital expenditure from GAG	8,191	-	(3,512)	-	4,679
Fixed assets on conversion	1,389,376	(1,389,376)	-	-	-
Fixed assets donated	4,084	-	(1,400)	-	2,684
Other Capital Grants	93,765	-	(36,226)	63,551	121,090
Fixed assets transferred	2,136,960	(1,843,438)	(60,310)	-	233,212
Other DfE group grant - Pupil premium	5,157	-	(3,018)	-	2,139
	3,492,406	(3,232,814)	37,107	-	296,699
<b>TOTAL FUNDS</b>	<u>3,572,494</u>	<u>(3,232,814)</u>	<u>59,037</u>	<u>-</u>	<u>398,717</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
Unrestricted fund	143,067	(121,137)	-	21,930
<b>Restricted funds</b>				
General Annual Grant	1,179,852	(1,154,340)	-	25,512
Other DfE group grants	95,700	(93,772)	-	1,928
DfE group capital grants	20,679	(43,097)	-	(22,418)
Other government grants	278,877	(278,877)	-	-
Other restricted income	165,687	(102,136)	-	63,551
Fixed assets transferred	-	(60,310)	-	(60,310)
Other DfE group grant - Pupil premium	39,906	(42,924)	-	(3,018)
Pension	-	(73,000)	146,000	73,000
Capital expenditure from GAG	-	(3,512)	-	(3,512)
Fixed assets donated	-	(1,400)	-	(1,400)
Other Capital Grants	-	(36,226)	-	(36,226)
	1,780,701	(1,889,594)	146,000	37,107
<b>TOTAL FUNDS</b>	<u>1,923,768</u>	<u>(2,010,731)</u>	<u>146,000</u>	<u>59,037</u>

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2019**

**18. MOVEMENT IN FUNDS - continued**

General Annual Grant - the GAG is applied in strict accordance with the terms of the Model Funding Agreement. Under the funding agreement with the Secretary of state, the academy trust was not subject to a limit on the amount of GAG that it could carry forward at 31 August 2019.

Other DfE group grants - these include:

- PE sports grant to fund improvements to the provision of PE and sports for primary pupils
- the rates relief to contribute to the rates bill
- the grant towards the universal free school meals provision
- the grant towards teachers' pay

Pupil premium - this is a grant from the ESFA used to assist pupils from low income families.

Other government grants - these include the special educational needs funding and trigger funding from Swindon Borough Council.

Other income - this is the monies received and expended on school trips, funding from Clifton Diocese towards the site sharing costs that the academy incurs, plus a grant from Tesco for Science projects.

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

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

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

Fixed assets donated - this represents the value of donated assets less depreciation.

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

Other capital grants - this represents funding specifically provided to support capital expenditure on fixed assets.

Fixed assets transferred - this represents the net book value of fixed assets transferred from Holy Cross Catholic Primary School. The academy hold the right to use of these assets as they occupy the entire Upham Road site.

The following transfers have been made in the year:

£18,890 transferred from 'other restricted income' to 'Other capital grants' being the cost of capital additions in the year funded by other restricted income.

£2,567 transferred from 'other DfE group grants' to 'DfE group capital grants' being the cost of capital additions in the year funded by DfE revenue grants.

**19. PENSION AND SIMILAR OBLIGATIONS**

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

The latest actuarial valuation of the TPS was 31 March 2016 and of the LGPS 31 March 2016.

Contributions amounting to £27,427 were payable to the schemes at 31 August 2019 (2018: £24,965) and are included within creditors.

**Teachers' pension scheme**

*Introduction*

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

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2019**

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

*The Teachers' Pension Budgeting and Valuation Account*

Although members may be employed by various bodies, their retirement and other pension benefits are set out in regulations made under the Superannuation Act (1972) and Public Service Pensions Act (2013) and are paid by public funds provided by Parliament. The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis - contributions from members, along with those made by employers, are credited to the Exchequer under arrangements governed by the above Acts.

The Teachers' Pensions Regulations 2010 require an annual account, the Teachers' Pension Budgeting and Valuation Account, to be kept of receipts and expenditure (including the cost of pension increases). From 1 April 2001, the Account has been credited with a real rate of return, which is equivalent to assuming that the balance in the Account is invested in notional investments that produce that real rate of return.

*Valuation of the Teachers' Pension Scheme*

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

The employer's pension costs paid to TPS in the period amounted to £107,520 (2018: £102,000).

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.

*Scheme Changes*

The arrangements for a reformed Teachers' Pension Scheme, in line with the recommendations made by Lord Hutton, in particular the introduction of a Career Average Revalued Earnings (CARE) scheme, were implemented from 1 April 2015.

In December 2018, the Court of Appeal held that transitional protection provisions contained in the reformed judicial and firefighter pension schemes, introduced as part of public service pension reforms in 2015, gave rise to direct age discrimination and were therefore unlawful. The Supreme Court, in a decision made in June 2019, have rejected the Government's application for permission to appeal the Court of Appeal's ruling. The case will now be referred to an Employment Tribunal for a decision regarding the remedy which will need to be offered to those members of the two schemes who were subject of the age discrimination.

HM Treasury are clear that the ruling has implications for the other public service schemes, including the Teachers' Pension Scheme. Those implications are currently being considered and any impact on scheme costs is expected to be looked at within the next scheme valuation, which is currently scheduled to be based on April 2020 data and implemented in April 2023.

**Local government pension scheme**

The LGPS is a funded defined benefit pension scheme, with the assets held in separate trustee-administered funds. The total contribution made for the year ended 31 August 2019 was £146,000 (2018: £115,000), of which employer's contributions totalled £119,000 (2018: £93,000) and employees' contributions totalled £27,000 (2018: £22,000). The agreed contribution rates for future years are 26.1% per cent for employers and 5.5% to 9.9% 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.



**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2019**

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

The amounts recognised in the balance sheet are as follows:

	Defined benefit pension plans	
	2019	2018
	£	£
Present value of funded obligations	(1,668,000)	(1,194,000)
Fair value of plan assets	<u>1,207,000</u>	<u>998,000</u>
	<u>(461,000)</u>	<u>(196,000)</u>
Deficit	<u>(461,000)</u>	<u>(196,000)</u>
Liability	<u>(461,000)</u>	<u>(196,000)</u>

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

	Defined benefit pension plans	
	2019	2018
	£	£
Current service cost	177,000	159,000
Net interest from net defined benefit asset/liability	<u>36,000</u>	<u>29,000</u>
	<u>213,000</u>	<u>188,000</u>
Interest on plan assets	<u>30,000</u>	<u>22,000</u>

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

	Defined benefit pension plans	
	2019	2018
	£	£
Defined benefit obligation	1,194,000	1,076,000
Current service cost	177,000	159,000
Contributions by scheme participants	26,000	22,000
Interest cost	36,000	29,000
Benefits paid	(9,000)	(6,000)
Remeasurements:		
Actuarial (gains)/losses from changes in demographic assumptions	(91,000)	-
Actuarial (gains)/losses from changes in financial assumptions	<u>335,000</u>	<u>(86,000)</u>
	<u>1,668,000</u>	<u>1,194,000</u>

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

	Defined benefit pension plans	
	2019	2018
	£	£
Fair value of scheme assets	998,000	807,000
Contributions by employer	116,000	93,000
Contributions by scheme participants	26,000	22,000
Interest income on plan assets	30,000	22,000
Benefits paid	(9,000)	(6,000)
Return on plan assets (excluding interest income)	<u>46,000</u>	<u>60,000</u>
	<u>1,207,000</u>	<u>998,000</u>

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2019**

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

The amounts recognised in other recognised gains and losses are as follows:

	Defined benefit pension plans	
	2019	2018
	£	£
Actuarial (gains)/losses from changes in demographic assumptions	91,000	-
Actuarial (gains)/losses from changes in financial assumptions	(335,000)	86,000
Return on plan assets (excluding interest income)	<u>46,000</u>	<u>60,000</u>
	<u>(198,000)</u>	<u>146,000</u>

The major categories of scheme assets as a percentage of total scheme assets are as follows:

	Defined benefit pension plans	
	2019	2018
Equities	71%	71%
Bonds	14%	14%
Property	13%	13%
Cash	2%	2%

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

	2019	2018
Discount rate	1.8%	2.8%
Future salary increases	2.6%	2.7%
Future pension increases	2.3%	2.4%
Inflation assumption (CPI)	2.3%	2.4%

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

	At 31 August 2019	At 31 August 2018
Current pensioners		
Males	21.4 years	22.5 years
Females	23.7 years	24.9 years
Future pensioners*		
Males	22.3 years	24.1 years
Females	25.1 years	26.7 years

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

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

Change in assumption at 31 August 2019	Approximate % increase to Employer Liability	Approximate monetary amount (£000)
0.5% decrease in Real Discount Rate	13%	209
0.5% increase in the Salary Increase Rate	1%	21
0.5% increase in the Pension Increase Rate	11%	185

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2019**

**20. RELATED PARTY DISCLOSURES**

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 trustees have an interest. All transactions involving such organisations are conducted in accordance with the requirements of the AFH, including notifying the ESFA of all transactions made on or after 1 April 2019 and obtaining their approval where required, and with the academy trust's financial regulations and normal procurement procedures relating to connected and related party transactions. The following related party transactions took place in the financial period.

**Expenditure Related Party Transactions**

M Deighton, child of R Deighton, a trustee and member of key management, was employed by the academy trust as a casual office assistant for a week during October 2018. M Deighton was paid the minimum payscale for her role and received no special treatment as a result of her relationship to a trustee.

L Howcroft, parent of R Deighton, a trustee and member of key management, is employed by the academy trust as a casual office assistant. L Howcroft is paid within the normal pay scale for her role and receives no special treatment as a result of her relationship to a trustee.

The academy has a Service Level Agreement with the Clifton Diocese. This Service Level Agreement entitles all schools to a core service of activities. The cost is related to pupil numbers and the cost for 2018/19 is £4 per pupil, totalling £1,460 for the year. The academy also engages in training opportunities with the Diocese which are paid for separately. A total cost of £504 was incurred in the year.

Included in support costs is a notional rental cost of £47,000 which related to the use of the Clifton Diocese land and buildings occupied by the Academy, and is estimated as the equivalent of the annual depreciation charge on the value of the land and buildings. As part of the 2 year Church Supplemental Agreement an accrual for two years of this rent has been included in creditors.

Holy Cross Catholic Primary School is part of the Samuel Partnership which the Academy is also a member. Holy Cross Catholic Primary School provided a French Specialist during the year. The cost of this service was £8,672 for 2019.

Holy Family Catholic Primary School is also part of the Samuel Partnership. During the year Holy Family Catholic Primary school organised a school trip for all of the Catholic schools in Swindon. The cost of this trip was £11,847. The Academy also paid recharges of £191 during 2019.

St Mary's Catholic Primary School, another member of the Samuel Partnership, provided training to the Academy at a cost of £18 for 2019.

**Income Related Party Transactions**

Included in donations is a notional rental donation of £47,000 which related to the use of the Clifton Diocese land and buildings occupied by the Academy, and is estimated as the equivalent of the annual depreciation charge on the value of the land and buildings. As part of the 2 year Church Supplemental Agreement an accrual for two years of this donation has been included in debtors.

During the year the Academy received funding of £24,471 from the Clifton Diocese toward the school expansion.

**21. ULTIMATE CONTROLLING PARTY**

The Academy is under the control of the Bishop of Clifton by virtue of his ability to appoint the majority of the Board of Trustees.

**22. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2019 £	2018 £
<b>Net income/(expenditure) for the reporting period (as per the statement of financial activities)</b>	(152,215)	(86,963)
<b>Adjustments for:</b>		
Depreciation	115,461	131,320
Capital grants from DfE/ESFA	(20,961)	(20,679)
Interest received	(149)	(133)
DB pension scheme cost less contribution	61,000	66,000
DB pension scheme finance cost	6,000	7,000
Increase in stocks	(978)	-
Increase in debtors	(29,908)	(43,904)
Carried forward	130,465	139,604

**Holy Rood Catholic Primary School**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2019**

**22. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES - continued**

	2019 £	2018 £
<b>Adjustments for:</b>		
Brought forward	130,465	139,604
Increase in creditors	<u>47,777</u>	<u>10,612</u>
<b>Net cash provided by (used in) operating activities</b>	<u><u>26,027</u></u>	<u><u>63,253</u></u>