# Warden Park Academy Trust Limited (A Company Limited by Guarantee)

# Annual Report and Financial Statements Year ended 31 August 2013

Company Registration Number: 07705100 (England and Wales)

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#### Reference and Administrative details

### Trustees / Directors registered at Companies House

J Ash-Edwards (Chairman)

M Lambert

P Bradbury

#### Governors known as Directors

J Beck R Pretorius
L Cousins L Reeves-Perrin
S Davis N Stedman

E Gunter (appointed 1/11/12)
S Greenslade (resigned 31/10/12)
C Hersey

R Tapping (appointed 6/11/12)
J Taylor (resigned 31/10/12)
E Walling (appointed 1/10/12)

S Hore S Watt

L Laybourn (appointed 6/11/12) S Wickremaratchi

H Young (appointed 6/11/12)

S Johnson (Headteacher, CEO and Accounting Officer)

Company Secretary D Pamment

Senior Management Team – Secondary Academy
Assistant Headteacher P Chisholm
Assistant Headteacher C Hamilton
Assistant Headteacher P Perry
Assistant Headteacher N Regan
Assistant Headteacher R Stoneley
Business & Finance Director C Granlund

Senior Management Team – Primary Academy

Headteacher S Davies
Assistant Headteacher B Armstrong

Principal and Registered Office Broad Street

Cuckfield

Haywards Heath West Sussex RH17 5DP

Company Registration Number 07705100 (England and Wales)

Independent Auditor Crowe Clark Whitehill LLP

10 Palace Avenue

Maidstone, Kent, ME15 6NF

# Reference and Administrative Details (continued)

Bankers HSBC Bank Plc

38-40 South Road Haywards Heath West Sussex RH16 4LU

Solicitors Blake Lapthorn

Watchmaker Court 33 St John's Lane

London EC1M 4DB

### **Directors' Report**

The directors present their annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 August 2013

#### Structure, Governance and Management

#### Constitution

Warden Park Academy Trust is a company limited by guarantee and an exempt charity. It was established on 14 July 2011. Warden Park Secondary Academy converted to Academy status on 1. September 2011 and Heyworth Primary School joined the Academy Trust on 1. January 2012 changing its name on conversion to Warden Park Primary Academy.

The Charitable Company's Memorandum and Articles of Association are the primary governing documents of the Academy Trust

The three directors act as the trustees for the charitable activities of Warden Park Academy Trust Limited and are also the directors of the Charitable Company for the purposes of company law. The Charitable Company is known as Warden Park Academy Trust (WPAT). The governors assist both the senior leadership team and the trustees in the effective management of the school through their involvement both as part of the main board and sub-committees of the board as outlined in the Governance Statement.

Details of the directors who served throughout the year except as noted are included in the Reference and Administrative Details on page 1

#### Members' Liability

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

#### Principal Activities

The principal activities of the Academy Trust are to

- to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing schools offering a broad and balanced curriculum
- to promote for the benefit of the inhabitants of Haywards Heath and the surrounding area the
  provision of facilities for recreation or other leisure time occupation of individuals who have
  need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship
  or social and economic circumstances or for the public at large in the interests of social welfare
  and with the object of improving the condition of life of the said inhabitants

### **Directors' Report (continued)**

#### Method of Recruitment and Appointment or Election of Directors

Any vacancies for Parent Directors are advertised to the parents and carers of all children attending the appropriate academy. The Board identifies any particular skills that may be of benefit to the Academy Trust and these are included in the call for nominations. Elections are held when the number of nominations exceeds the number of vacancies.

Any vacancies for Staff Directors are advertised to the staff of the appropriate academy. One Staff Director post is reserved for a member of the support staff. Elections are held when the number of nominations exceeds the number of vacancies.

Suitable candidates for the Community Director posts are selected based on eligibility, personal competence and professional skills, which can benefit the Academy, as well as local availability. The Board currently appoints one Community Director able to liaise with West Sussex County Council.

#### Policies and Procedures Adopted for the Induction and Training of Directors

New Directors are inducted into the workings of the Academy Trust at briefing sessions held with the Chairman and Chief Executive Officer. These sessions cover both educational and business matters Directors are issued with appropriate background material and are subject to a Disclosure and Barring Service (DBS) check. Directors are encouraged to attend training sessions organised for the education sector and the Academy Trust subscribes to both the Independent Academies Association and the Specialist Schools and Academies Trust to facilitate this process.

#### Organisational Structure

The Board of Directors constituted under the Memorandum and Articles of Association govern both academies in the Academy Trust (This was a consequence of the need to provide stable governance for the primary academy at a time when the Local Authority has disbanded its former Governing Body Other schools joining the Academy Trust would normally be expected to retain independent governance within the agreed Academy Trust framework)

The Board is responsible for ensuring that high standards of corporate governance are maintained. The full Board of Directors meets formally six times during the year. Much of the Academy Trust's business is delegated through the following sub-committees.

Standards Committee (meets 6 times per year) Chair Mr Sujan Wickremaratchi

- Responsible for educational outcomes, attendance and curriculum at the Secondary Academy Resources Committee (meets 6 times per year) Chair Mr Matthew Lambert
- Responsible for staff, premises, resources, finance and business activity Primary Committee (meets 6 times per year) Chair Mr Jonathan Ash-Edwards
  - Responsible for educational outcomes, attendance, curriculum and staff organisation at the Primary Academy

Safeguarding Committee (meets 3 times per year) Chair Mr Peter Bradbury

 Responsible for reviewing and monitoring all aspects of safeguarding students and staff at both academies including Child Protection policies and practice

### **Directors' Report (continued)**

Staff and Student Discipline Committee (meets as necessary)

To consider matters appropriate to student and staff discipline such as student exclusions.
 This committee is made up of any three directors based on their availability to meet the time restrictions involved in staff or student discipline matters.

The terms of references for each of these sub-committees have been written and have been accepted by the Board

In addition to the CEO, senior staff members attend these sub-committees as appropriate but do not have voting rights

The CEO is appointed by the Directors to manage the day-to-day operations of the Academy Trust in consultation with the Head Teacher of the primary academy. In order to facilitate effective operations, the CEO and Business and Finance Director have delegated authority within the terms approved by the Directors for operational matters including educational, finance and employment matters.

#### Risk Management

The Directors have assessed the major risks to which the Academy Trust may be exposed, in particular those relating to pupil numbers, educational outcomes, the development of our facilities and finance. Directors have implemented a number of systems to assess and mitigate the risks that the Academy Trust faces in relation to all the areas mentioned above.

As part of a long term strategic approach to risk management, the Directors have developed and will maintain a risk register identifying the major areas of risk to which the Academy Trust and its member academies are exposed. The register identifies actions and procedures to mitigate those risks. This register is being developed and monitored by the CEO, Business and Finance Director, Academy Accountant and by Directors of the Board via the Resources and Standards committees. The principal risks facing the Academy Trust at a contextual level are outlined below in the principal risks and uncertainties section, those facing the Academy at an operational level are addressed by its systems and by internal financial and other controls, for further details see the Governance Statement below.

### **Directors' Report (continued)**

#### Principal risks and uncertainties

The risks below are risks faced by independent Academy Trusts and are not specific to Warden Park Academy Trust

#### External

- Changes in Government policy with respect to academies
- Reductions in Government spending (Such reductions would be likely to apply in a similar way to all schools)
- Demographic changes affecting the number of children requiring educational provision in the Mid-Sussex area
- Neighbouring schools increasing their roll
- More academies opening in Mid-Sussex with better facilities possibly sponsored by large organisations

### Legal

- Operating outside the Academy Trust's charitable objects
- Health and safety infringements
- · Falling foul of employment law

#### Governance

- . Directors acting in their own interests and not in the interests of the Academy Trust
- · The Board as a whole lacking the skill set required to run the Academy Trust successfully
- Management information being insufficiently robust for effective decision making
- Failure to respond to changes in external compliance requirements

The Directors have identified the following potential risks and uncertainties as applying specifically to the Warden Park Academy Trust

• Falling rolls This is seen to be highly unlikely. Response to the conversion to academy status has showed no diminution in student and parental enthusiasm at the secondary academy and a marked increase in local support for the primary academy. In September 2013 the secondary academy continued to demonstrate a highly successful recruitment programme to year 7 and was significantly oversubscribed. Interest is strong for September 2014 admissions. The secondary academy's increased control over its admissions is leading to efficiencies and optimisation of its roll. Numbers in the primary academy are increasing ahead of expectations.

The popularity of a school reflects the success, or otherwise, of its students. The secondary academy continues to show high levels of attainment at GCSE across the curriculum and particularly in the core subjects of maths and science. The primary academy has made further good progress in the achievement of pupils, particularly in the early years and Key Stage 2. These outcomes are seen to be secure for the future and likely to improve further.

### **Directors' Report (continued)**

### Principal risks and uncertainties (continued)

- **Branding/reputation** This remains strong. The reputation of the primary academy is continuing to improve significantly due to strong leadership. Standards and behaviour are notably improved.
- Staff recruitment and retention Conversion to academy status has not affected the attractiveness of the Academy Trust to potential new staff, with each vacancy having received plenty of applications. Possibly the biggest single risk to the Academy Trust in the short term would lie in its failure to retain key staff. However, the development of the Academy Trust has had a positive impact on retention. Improvements all round at the primary academy mean that the staff team is well motivated and stable. The Academy Trust relies on several key staff for their strategic/knowledge/skills in particular CEO, Business and Finance Director, Head of Finance, Data Manager and Finance Manager. Effective succession planning is a key priority for Directors. They have found highly competent replacements for the retiring CEO and retiring Finance Manager.
- Decrease in income affecting provision. This is seen to be unlikely. The budget strategy for 2013/14 is sound and prudent, and the longer-term financial plan shows considerable contingency against unwelcome future developments, it is highly likely that other similar institutions would be worse affected by a cut in Government funding than the Academy Trust.

#### Financial risks

- Bank balances and investments. There is no significant risk other than a financial institution ceasing to trade. The Academy is therefore seeking a prudent spread for future investment over a number of very reliable and / or government-backed institutions.
- Bad debts There are no material debtors which are not government backed institutions
- Credit rating The Academy Trust's credit rating is not in jeopardy and there has been no need as yet for advanced credit facilities since conversion
- Cashflow. The Academy's cashflow is healthy and based on current high level assumptions used in the long-term financial plan, it is predicted to remain so

#### Risk Management

Effective risk management involves three types of action

#### Transferring the risk

Insurance is a means of transferring those risks the Academy decides not to accept. It limits the Trust's exposure to risk but it is not a substitute for active risk management. To the extent that the Trust manages its risks effectively, its insurance premiums will be lower, providing better value for money.

#### Reducing the probability of risk

The Academy will seek to identify the risks to Trust funds, property and people using their premises, collect them in a risk register and assess the potential frequency and severity of each risk, where possible based on careful analysis or recent experience. Action will be taken to prevent or reduce the probability of risk, particularly of those risks identified as high frequency and/or high severity.

### **Directors' Report (continued)**

#### Limiting the impact of risk

The Trust will continue to complete and review the at risk register as a formal record of problems that could occur in the future which will impact on day to day operations

Effective monitoring of Academy Trust operations by the Directors and leadership teams in each academy will contribute to mitigate risks. This monitoring includes an annual review of the Risk Register and adhoc reporting of newly identified risks.

The Academy Trust will continue to develop an Emergency / Critical Incident Procedure aimed at both protecting personal health and safety and minimising the disruption to normal operations that an unforeseen emergency would cause. Where necessary, the Academy Trust will continue to develop contingency plans for particular risks identified as high frequency and/or high severity.

The Academy Trust operates systems, including operational procedures and internal financial controls in order to minimise risk

The key controls used by the Academy Trust include

- · formal agendas for all Directors' meetings
- · detailed terms of reference for all committees
- formal written policies that are subject to regular and systematic review
- strategic planning, budgeting and management accounting according to a rigorous agreed timetable
- clear authorisation and approval levels as well as clearly defined purchasing guidelines

# Connected Organisations, including Related Party Relationships

The Academy Trust continued to have several successful partnerships with seven primary schools where it provided support for French and Spanish Support for ICT and maths had also been made available to some of these schools

The Academy Trust has also worked successfully with other schools through the Haywards Heath schools' Community Interest Company A particular contribution has been made to the development of a project to support the achievement of gifted and talented learners across the group of schools During 2012/13, the Academy Trust continued to play an active role in the Bentswood Community Partnership (BCP)

These partnerships have enabled the Academy Trust to not only support education for other schools in the Haywards Heath area, but have also brought benefits to the education of the young people at our academies. For example, students at the secondary academy have had many opportunities to develop their leadership and team-building skills through their work with pupils in the primary schools.

### **Directors' Report (continued)**

### **Objectives and Activities**

The principal objectives and activities of WPAT are included in our Articles of Association and on page 4 above. Our academy prospectus expresses these activities more succinctly as follows.

- Promote sustainable partnerships between schools and with parents, community organisations and businesses to provide high quality educational, sports and arts opportunities for local people
- Promote people's commitment to the community in which they live and to the well-being of communities across the world

### Objects and Aims

Our mission is summarised by our maxims

#### 'The Best from All' and 'Reach for the stars'

#### We aim to

- Provide a happy, safe, secure, healthy, stimulating, well-resourced and caring learning environment for the whole community
- Meet the needs of all learners including students, adult learners and staff as part of our commitment to inclusion and equal opportunity
- Challenge all learners to have high expectations, to broaden their horizons, embrace change, adopt a dynamic approach to their future life plans, achieve the highest standards and celebrate their success
- Offer a broad, balanced and differentiated curriculum relevant to the needs of our economy in which we celebrate cultural diversity and promote creativity, a love of learning, independence, confidence, the flexibility needed for a rapidly changing world, international understanding and excellent communication skills
- Encourage all teachers and support staff to attain the highest standards of teaching and support through high quality professional development and rigorous self-evaluation
- Promote learners' self-confidence, self-respect, self-esteem, self-discipline and self-motivation in the context of encouraging them to develop their skills and valuing their achievements
- Develop an awareness of others, in all members of the academy community, that leads to excellent
  interpersonal relationships and the ability to both give and receive friendship appropriately
- Maintain strong partnerships with families, other schools, colleges and universities in Britain and overseas, local businesses and community organisations to promote excellence and progression in learning

### **Directors' Report (continued)**

- Encourage and expect high standards of behaviour based on personal responsibility, good manners and courtesy, mutual respect and the peaceful resolution of conflict
- Involve learners, families and staff in making a positive contribution to the school and wider community by encouraging active citizenship, promoting sustainable development and supporting other people locally and overseas who may need our help

In order to realise these aims, Directors and staff of the Academy Trust seek to

- Promote excellence by working in close partnership with families to fulfil the potential of every learner to do their best as individuals and as members of teams
- Foster the habits that will enable our students to enjoy learning for life
- Encourage our students to respect themselves, other students, their families and their teachers within a safe, secure and caring environment
- With the crucial support of families, develop healthy and hard-working young citizens with an
  international outlook who will play an active, responsible, creative and positive role in the academy
  and wider community

#### Objectives, Strategies and Activities

The main objectives, strategies, and activities for the 12 months were as follows

### Academy Trust

- Establish a cohesive educational organization with a strong brand image and a high profile within the community
- Ensure that students, parents and staff recognize the Academy Trust as adding value to the work of each academy, especially through a close and productive cooperation between the two academies
- Consolidate our effective, democratic model of Governance for the Academy Trust within which representatives of the primary and secondary academies can work in partnership
- Maintain a coherent and up to date set of policies for the Academy Trust as a whole within which
  the distinctive requirements of the primary and secondary phases can be recognized where
  appropriate
- Embed processes and systems necessary for students, staff and other stakeholders to gain maximum benefit from the conversion to academy status and membership of the Trust
- Consolidate links with the wider community and, in particular, the Mid Sussex District Council and the Bentswood Community Partnership
- Further develop partnerships with other schools within the Haywards Heath area

### Directors' Report (continued)

## Secondary Academy

- Continue to develop student attainment and achievement with a particular focus on improving the progress of middle ability students
- Further improve the quality of teaching to ensure that lessons are typically good with a high proportion outstanding
- Introduce a new pay and performance management policy for staff linked to the new Teaching Standards and congruent with national guidelines
- Continue the process of ensuring that all students have access to a curriculum appropriate to their needs
- Continue to improve premises and facilities

### Primary Academy

- Continue to develop pupil attainment and achievement with a particular focus on exceeding Government targets in English and maths
- Further improve the quality of teaching to ensure that lessons are typically good with a high proportion outstanding
- Ensure that learners with additional educational needs continue to make good progress and receive high levels of appropriate support
- Ensure that all learners behave well and meet the academy's high expectations
- Continue to improve premises and facilities
- Reach out to parents and community groups to make the academy the first choice for families living within the catchment area

#### Equal opportunities

The Directors recognise that equal opportunities must be an integral part of good practice in the learning environment and work place. The Academy Trust aims to establish equal opportunity in all areas of its activities, including creating a working environment in which the contribution and needs of all the people are fully valued. The Academy Trust's Equality Policy is fully congruent with the Equality Act.

As part of this policy the Academy Trust has made and will continue to make, reasonable adaptations to its existing accommodation to provide full access to its facilities by disabled persons. Unfortunately parts of the secondary academy remain very difficult to access by people in wheelchairs. Potential users who need the assistance of a wheelchair should contact the Business & Finance Director for advice.

### **Directors' Report (continued)**

#### Public Benefit

The Directors confirm that they have complied with their duty in Section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Comission for England & Wales Directors have referred to the guidance in the Charitable Company Commission's general guidance on public benefit when reviewing the Academy Trust's objectives and aims and in planning future activities for the year Directors consider that the Academy Trust's aims are demonstrably to benefit the public, as the academies within the Trust meet the educational needs of young people living in the areas appropriately designated by the Local Authority and the needs of other young people who meet the agreed admission criteria should further places be available

The Academy Trust includes a primary academy formerly in an OFSTED special category and engages in activities to support this academy and its wider community which is one of the most economically challenged neighborhoods in the Mid-Sussex area

Furthermore, the Academy Trust supports the teaching of French or Spanish in eight other local primary schools

The Academy Trust has strengthened its links with other local schools through the Haywards Heath schools' Community Interest Company. The Academy Trust has made a particularly significant contribution to the development of provision for gifted and talented learners across local schools.

### **Achievements and Performance**

The Academy Trust measures its success partly through a series of performance indicators. These indicators are

- Meeting appropriate governance and compliance requirements following the second year of operation
- Student numbers being maintained in the secondary academy and increasing in the primary academy up to its pupil admissions number (PAN) of 315
- Examination or test results being very good in the secondary academy and at least meeting.
   Government attainment targets in the primary academy.
- Expected progress or better being achieved by all learners
- Teaching being typically 'good' and often 'outstanding'
- Staff turnover being below average with evidence of staff advancement within the Academy
  Trust
- OFSTED reports recognising each academy as at least 'good'
- Budget strategy objectives being met within the context of a flexible approach to changing income / expenditure during budget cycle
- Grant and project applications being successful and leading to developments in teaching, learning and the quality of provision
- Stakeholder survey outcomes parents, learners and staff showing satisfaction levels in excess of 80%

## **Directors' Report (continued)**

### Achievements and performance for the year ended 31 August 2013

### Governance and consolidating the Academy Trust

- Trust values and aims have been embedded. They are subject to annual review
- · Warden Park Primary Academy is well established in its community
- Academy freedoms have been exercised with respect to setting admissions policy and term dates
- The policy review process is complete
- Our auditors are very satisfied with progress made to date on our accounts and on financial control The appointment of the Head of Finance has continued to have a positive impact
- A strategy to engage Directors more fully in monitoring performance across the Trust is operational

#### Admissions

- The secondary academy is 'full' and appears to be recruiting well for 2014
- Pupil numbers are well in advance of expectations at the primary academy. It is increasingly the school of choice within its community.

### Standards of teaching and learning

- There have been marked improvements in achievement and attainment at the primary academy, especially in Key Stages 2 and in the 'early years and foundation' stage
- At the secondary academy, attainment has improved in some significant areas with the
  proportion of students qualifying for the English Baccalaureate at a record high of 46% Maths
  and science results are particularly strong but students have been less successful in English
  This has resulted in a fall in the proportion of students gaining 5 or more GCSE passes at A\*- C
  (including English and maths)
- Sporting and artistic achievements were outstanding at the secondary academy. Among the
  highlights was the achievement of the boys' under-15 cricket team reaching the south east
  finals of their national cup competition.
- The secondary academy is rated 'good' by OFSTED following their report on the new criteria in February 2012
- A teaching staff appraisal scheme introduced in September 2012 has worked successfully across the Trust. A similar scheme has been introduced for support staff.
- The library at the primary academy has been made fully operational as a result of collaboration by staff across the Academy Trust
- Carefully planned partnership working between the two academies has helped to raise standards and increase opportunities for learners and staff in areas such as maths, science, technology, drama and sport

### **Directors' Report (continued)**

Achievements and performance for the year ended 31 August 2013 (continued)

Standards of teaching and learning (continued)

- Partnership working in French with eight neighbouring primary schools continues to be effective and popular
- An extensive programme of enrichment activities is in place in both academies and are proving popular with learners

#### Community

- The Trust has taken a significant role in the Bentswood Community Association and opened WPPA up more extensively for community use
- Partnerships with families at both academies are strong and improving with further improvements in parent satisfaction ratings at the secondary academy
- Staff from the secondary academy have continued to play a key role in leading a project for Gifted and Talented learners across the Haywards Heath area
- Staff from the primary academy continue to play a significant role in supporting the collaborative work of the Haywards Heath group of primary schools. This has including hosting training activities for staff from other schools.

#### Financial health

- Over £900,000 in grant funding was secured by the Trust for premises improvement including windows replacement at both academies and a heating improvement project at the secondary academy
- The Education Services Grant has been prudently spent since conversion and the efficiency savings gained from locating 'back office' functions at Cuckfield, reviewing and modifying service contracts, and by bringing some activities such as Human Resources (HR) and careers 'in house' have kept these costs low for the Trust
- Continued prudent budgeting at the primary academy has enabled the recruitment of additional staff to support learning. The rapidly rising roll and the reserve carried forward from 2012/13 will allow existing expenditure patterns to be maintained in spite of the reductions in central Government support.
- The secondary academy budget is in a very healthy position for 2013/14 but our future planning should continue to be informed by any policy changes or change of government while maintaining a high standard of provision for learners. The planning of the Trust's resources continues to be a major priority in particular, the on-going improvement and strategic development of the estate.

### **Directors' Report (continued)**

Achievements and performance for the year ended 31 August 2013 (continued)

Improvements to facilities and premises

- Secondary Academy installation of new windows, refurbishment of the main assembly hall, upgrading of IT network ready for the use of iPads by all students, installation of energy efficient LED lighting following successful British Gas funded project in selected areas and further renovation of student toilets. This emphasis on energy saving capital projects should reduce expenditure going forward on heating and lighting significantly.
- Primary Academy preparatory work for installation of new windows

#### Pupil Premium

Our use of Pupil Premium across the Academy Trust is consistent with the Department for Education's aim to eliminate barriers to learning and achievement based on home circumstances

We are also mindful of the research evidence available from the Sutton Trust and elsewhere that identifies the most effective use of the Pupil Premium to achieve this aim

During the academic year 2012/13, Pupil Premium funding was used to ensure that young people

- Had access to the resources they needed for learning both at home and at school
- Were able to opt into all Academy Trust enrichment opportunities and visits either without charge or, in the case of our overseas residential visits, for a nominal charge of £25
- · Received personal tuition in English and / or maths in cases where they were underachieving

At the end of the 2013 academic year the attainment gap between those young people entitled to Pupil Premium and others had narrowed at both the secondary and primary academy

In 2013, we appointed an academy champion for young people entitled to Pupil Premium who is providing further guidance and support consistent with the best practice identified by the Sutton Trust The cost of this provision was met from the increase of central government grant

#### **Governance Statement**

#### Plans for the future

The Academy Trust produces a detailed annual development plan. This is available on request

Below is a summary of the Academy Trust's main priorities for the coming year

- Continue to improve outcomes for learners and families through staff training and development, and the personalisation of our curriculum
- Extend opportunities for learners and collaboration amongst Trust staff through the further curriculum projects planned for 2013/14
- Achieve greater benefit for learners and families in the local area by including other schools within the Trust, should they wish to join
- Enhance staff training and recruitment through stronger partnerships with local universities. (We will also enable staff to develop their skills by supporting colleagues in other schools where this can be accommodated without affecting their support for learners within the Trust.)
- Use iPads to enhance learning at the secondary academy and have these available for use in class at the primary academy
- Continue detailed planning for the drama studio project in collaboration with the West Sussex Bridge Club
- Complete the replacement of the heating system in the secondary academy and replace windows at the primary academy
- Continue planning for an all-weather pitch at the secondary academy

# The Directors wish to acknowledge the following

- The leadership provided by the CEO, the Head Teacher of Warden Park Primary Academy and their senior leadership teams as Directors seek to develop and expand the Academy Trust
- The commitment of all of the staff, teaching and support, for the manner in which they have continued to deliver an increasingly effective learning and support environment for our learners
- The parent teachers associations for their continued enthusiasm and commitment to fund raising to provide additional opportunities and facilities for our learners
- The continued support of West Sussex County Council and Mid-Sussex District Council
- · The strong support from pupils, families and the whole community

The Directors' thanks go to all, for their part in the continued success of the Academy Trust

Special thanks go to Steve Johnson, the retiring CEO and Head Teacher of the secondary academy for his vision and leadership particularly throughout the conversion process and the first two years as an Academy Trust. His contribution to the success of Warden Park School and latterly Warden Park Academy Trust has been significant and the directors would like to take this opportunity to thank him and to wish him well for the future.

### **Governance Statement (continued)**

## Going Concern

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

### Reserves Policy

Directors have approved a plan to work towards holding a reserve of £600,000, approximately one month's operating costs for contingencies. The reserves balances will vary depending on cash flow in respect of capital projects and grant funding. At 31 August 2013, the Restricted General Fund had a deficit balance of £51,000 (2012 £410,000). The deficit has arisen as a result of recording the liability in respect of the Local Government Pension Scheme deficit of £854,000 (2012 £895,000). For its own purposes, the Academy Trust excludes the FRS17 calculated liability when calculating free reserves but has given careful consideration to the cash flow implications that may arise from the accounting disclosure in terms of increased contributions. The Academy Trust is confident that it can meet contributions from projected future income without significant impact on its planned levels of charitable activity.

The Academy Trust has £568,000 in the Unrestricted General Fund as at 31 August 2013. This reserve has been generated over a number of years through academy commercial activity such as catering and letting and from fundraising activities. This fund is freely available for its general purposes and has been held as an accumulating fund for major capital projects to enhance teaching and learning facilities in accordance with the Academy Development Plan.

#### Investment Policy

In the year ended 31 August 2013, higher interest deposit accounts have been used to achieve a more favourable return on funds where appropriate

#### Auditor

In so far as the directors are aware

- there is no relevant audit information of which the charitable company's auditor is unaware, and
- the directors 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

Approved by order of the members of the Board of Directors on 11 December 2013 and signed on its behalf by

J Æsh-Edwards

Chair

#### **Governance Statement**

### Scope of Responsibility

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

The Board has delegated the day-to-day responsibility to the CEO, as Accounting Officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreement between Warden Park Academy Trust and the Secretary of State for Education They are also responsible for reporting to the Board any material weaknesses or breakdowns in internal control

#### Governance

The information on governance included here supplement that described in the Directors' Report and in the Statement of Trustees' responsibilities. The board has formally met 8 times during the year Attendance during the year at meetings of the board was as follows.

Director	Meetings attended	Out of a possible
J Ash-Edwards (Chairman and Trustee)	8	8
J Beck	6	8
P Bradbury (Vice Chair and Trustee)	8	8
L Cousins (Staff Director - Primary)	7	8
S Davis (Headteacher of Primary)	8	8
S Greenslade (Resigned 31/10/12)	1	2
E Gunter (Appointed 1/11/12)	6	6
C Hersey	2	8
S Hore (Staff Director - Secondary)	6	8
S Johnson (Headteacher, CEO & Accounting Of		6*
M Lambert (Trustee)	6	8
L Laybourn (Appointed 6/11/12)	2	6
R Pretorius	6	8
L Reeves-Perrin	6	8
N Stedman (Staff Director – Support)	5	8
R Tapping (Appointed 6/11/12)	4	6
J Taylor (Resigned 31/10/12)	1	2
E Walling (Staff Director - Secondary Appointe	d 1/10/12) 7	7
S Watt	6	8
S Wickremaratchi	5	8
H Young (Appointed 6/11/12)	5	6

<sup>\*</sup>Two of the board meetings were concerned exclusively with the appointment of a new CEO / Headteacher due to the impending retirement of S Johnson S Johnson was not required to attend those meetings

### **Governance Statement (continued)**

# Governance (continued)

The **Resources Committee** is a sub-committee of the main board. It is responsible for staff, premises, resources, finance and business activity. Attendance at meetings in the year was as follows.

Director	Meetings Attended	Out of a possible
J Beck	4	5
C Hersey	4	5
S Johnson	4	5
M Lambert	5	5
N Stedman	5	5
S Watt	4	5

The Standards Committee is a sub-committee of the main board. It is responsible for educational outcomes, attendance and curriculum at the Secondary Academy. Attendance at meetings in the year was as follows.

Director	Meetings Attended	Out of a possible
P Bradbury	2	5
S Hore	4	5
S Johnson	5	5
L Reeves-Perrin	2	5
R Tapping	3	4
J Taylor	1	1
E Walling	3	5
S Wickremaratchi	5	5

**The Primary Committee** is a sub-committee of the main board. It is responsible for educational outcomes, attendance, curriculum and staff organisation at the Primary Academy. Attendance at meetings in the year was as follows.

Director	Meetings Attended	Out of a possible
J Ash-Edwards	6	6
P Bradbury	3	6
L Cousins	4	6
S Davies	6	6
S Greenslade	1	1
E Gunter	5	5
S Johnson	6	6
R Pretorius	5	6

### **Governance Statement (continued)**

#### Governance (continued)

In May 2013, the board agreed that the joint director / officer Safeguarding Committee should become a sub-committee of the main board. It met once during the year to confirm membership and terms of reference for recommendation back to the main board.

### The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives, it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of Academy Trust policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in Warden Park Academy Trust for the year ended 31 August 2013 and up to the date of approval of the annual report and financial statements.

#### Capacity to Handle Risk

The Board of Directors has reviewed the key risks to which the Academy Trust is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The Board of Directors is of the view that there is a formal on-going process for identifying, evaluating and managing the Academy Trust's significant risks that has been in place for the year ending 31 August 2013 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the Board

#### The Risk and Control Framework

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

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

### **Governance Statement (continued)**

#### The Risk and Control Framework (continued)

The Board of Directors has considered the need for a specific internal audit function and has decided not to appoint an internal auditor. Babcock 4S has been engaged to perform internal assurance work and to review systems, controls and compliance with EFA requirements. No material control issues have been identified through the work performed by Babcock 4S. All recommendations have been considered and implemented where considered appropriate by the board of directors.

During the course of 2012/13, Warden Park Academy Trust successfully contributed to a significant piece of work relating to central government policy on Academies accounting and assurance processes. This work required additional external scrutiny by Crowe Clark Whitehall outside of the normal statutory audit cycle.

#### **Review of Effectiveness**

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

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

No material weaknesses have been identified through the above review. The Accounting Officer and management are committed to a process of continuous improvement and will continue to review and assess the system of internal control going forward in light of any changes to the Trust or developments in best practice.

Approved by order of the members of the Board of Directors on 11 December 2013 and signed on its behalf by

J Ash-Edwards

Chair

S Johnson

Accounting Officer

# Statement on Regularity, Propriety and Compliance

As accounting officer of Warden Park Academy Trust I have considered my responsibility to notify the academy trust board of directors and the Education Funding Agency of material irregularity, impropriety and non-compliance with EFA 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 directors 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

S Johnson

Accounting officer

11 December 2013

# Statement of directors' responsibilities

The directors (who act as trustees for charitable activities of Warden Park Academy Trust Limited and are also the directors of the Charitable Company for the purposes of company law) are responsible for preparing the directors' report and the financial statements in accordance with the Annual Accounts Requirements issued by the Education Funding Agency, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations

Company law requires the directors to prepare financial statements for each financial year. Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charitable Company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the directors are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgments 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, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charitable Company will continue in business

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

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

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

Approved by order of the Board of Directors on 11 December 2013 and signed on its behalf by

J Ash-Edwards

Chair

### Independent Auditor's Report to the Members of Warden Park Academy Trust Limited

We have audited the financial statements of Warden Park Academy Trust Limited for the year ended 31 August 2013 which comprise the Statement of Financial Activities incorporating the Summary Income and Expenditure Account, the Balance Sheet, the Cash Flow Statement and the related notes numbered 1 to 27

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 Annual Accounts Direction 2013 issued by the Education Funding Agency

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

### Respective responsibilities of governors and auditor

As explained more fully in the Statement of Directors' Responsibilities, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the directors, and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Directors' Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report

# Independent Auditor's Report to the Members of Warden Park Academy Trust Limited (continued)

### Opinion on financial statements

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 2013 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, including the Annual Accounts Direction 2013 issued by the Education Funding Agency, and
- have been prepared in accordance with the requirements of the Companies Act 2006

### Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Directors Report for the financial year for which the financial statements are prepared is consistent with the financial statements

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

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
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of governors' remuneration specified by law are not made, or
- · we have not received all the information and explanations we require for our audit

Ian Weekes

Senior Statutory Auditor

Much

For and on behalf of

Crowe Clark Whitehill LLP

Statutory Auditor

Maidstone

11 December 2013

# Independent Auditor's Report on Regularity to the Directors of Warden Park Academy Trust Limited and the Education Funding Agency

In accordance with the terms of our engagement letter dated 10 October 2013 and further to the requirements of the Education Funding Agency (EFA), we have carried out a review to obtain assurance about whether, in all material respects, the expenditure disbursed and income received by the academy trust during the period 1 September 2012 to 31 August 2013 have been applied to the purposes identified by Parliament and the financial transactions conform to the authorities which govern them

This report is made solely to the board of directors and the EFA Our review work has been undertaken so that we might state to the board of directors and the EFA those matters we are required to state to it in a report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the board of directors and the EFA, for our review work, for this report or for the opinion we have formed

# Respective responsibilities of the Board of Directors and Auditors

The board of directors is responsible, under the requirements of the Academies Act 2010, subsequent legislation and related regulations, 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 review are established in the United Kingdom by our profession's ethical guidance and the audit guidance set out in the EFA's Financial Handbook and Accounts Direction. We report to you whether, in our opinion, anything has come to our attention in carrying out our review which suggest that in all material respects, expenditure disbursed and income received during the period 1. September 2012 to 31. August 2013 have not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

# Basis of opinion

We conduct our review in accordance with the Academies Handbook and the Accounts Direction issued by the EFA

#### **Opinion**

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 2012 to 31 August 2013 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them

Ian Weekes

Senior Statutory Auditor

11 December 2013

# Statement of Financial Activities for the year ended 31 August 2013 (including Income and Expenditure Account and Statement of Total Recognised Gains and losses)

	Note	Unrestricted Funds £000	Restricted General Funds £000	Restricted Fixed Asset Funds £000	Total 2013 £000	Total 2012 £000
Incoming resources						
Incoming resources from generated funds						
On conversion		_	_	_	-	25,510
Voluntary income	3	203	_	949	1,152	402
Activities for generating funds	4	466	2	-	468	446
Incoming resources from charitable activities						
Funding for the Academy's	5	-	7,750	-	7,750	7,597
educational operations						
Total incoming resources		669	7,752	949	9,370	33,955
					0,0.0	
Resources expended						
Cost of generating funds						
Costs of generating voluntary Income		295	-	-	295	280
Fundraising trading		8	-	-	8	7
Charitable activities	_					
Academy's educational operations	6	-	7,384	257	7,641	7,379
Governance costs	8	_	50	_	50	58
Total resources expended	6	303	7,434	257	7,994	7,724
·			.,		•	
Net incoming resources before transfers		366	318	692	1,376	26,231
Transfers						
Gross transfers between funds	16		-	-	-	
Net income/(expenditure) for the year		366	318	692	1,376	26,231
Other recognised gains and losses						
B/f deficit on defined benefit pension schemes	26	-	-	-	-	(780)
Actuarial gains / (losses) on defined benefit pension schemes	26	-	41	-	41	(115)
Net movement in funds		366	359	692	1,417	25,336

Statement of Financial Activities for the year ended 31 August 2013 (including Income and Expenditure Account and Statement of Total Recognised Gains and Iosses) (continued)

	Unrestricted	Restricted General	Restricted Fixed	Total
	Funds	Funds	Asset Funds	2013
	£000	£000	£000	£000
Reconciliation of funds				
Total funds brought forward at 1 September 2012	202	(410)	25,544	25,336
Total funds carried forward at 31 August 2013	568	(51)	26,236	26,753

# Balance sheet as at 31 August 2013

	Notes	2013 £000	2013 £000	2012 £000	2012 £000
Fixed assets	NOIES	2000	2000	2000	2000
Tangible assets	12		26,204		25,544
Total fixed assets			26,204		25,544
Current assets					
Stock	13	5		5	
Debtors	14	198		244	
Cash at bank and in hand		1,719		1,261	
Total current assets		1,922		1,510	
Liabilities:					
Creditors: Amounts falling due	15	(519)		(823)	
within one year	_				
Net current assets		1,403		687	
Total assets less current liabilities		-	27,607	_	26,231
Net assets excluding pension liability			27,607		26,231
Pension scheme liability	26		(854)		(895)
Net assets including pension liability		<u>-</u> -	26,753	_	25,336
Funds of the academy					
Restricted income funds					
Fixed asset fund(s)	16		26,236		25,544
General fund(s)	16		803		485
Pension reserve	16		(854)		(895)
Total restricted funds		_	26,185	_	25,134
Unrestricted funds					
General fund(s)	16		568		202
Total unrestricted funds		-	568	_	202

The financial statements on pages 27 to 47 were approved by the Board of Directors and authorised for issue on 11 December 2013 and signed on their behalf by

J Ash-Edwards

Chair

# Cash Flow Statement for the year ended 31 August 2013

		2013 £000	2012 £000
Net cash inflow from operating activities	20	426	1,223
Cash transferred on conversion to an academy trust		-	169
Returns on investments and servicing of finance	21	-	-
Capital expenditure	22	32	(131)
Increase in cash in the year	24	458	1,261
Reconciliation of net cash flow to movement in net funds	ent		
Net funds at 1 September 2012		1,261	-
Net funds at 31 August 2013		1,719	1,261

All of the cash flows are derived from acquisitions in the current financial period

### Notes to the Financial Statements for the year ended 31 August 2013

### 1. Statement of Accounting Policies

#### **Basis of Preparation**

The financial statements have been prepared under the historical cost convention in accordance with applicable United Kingdom Accounting Standards, the Charity Commission 'Statement of Recommended Practice Accounting and Reporting by Charities' ('SORP 2005'), the Academies Accounts Direction issued by the EFA and the Companies Act 2006. A summary of the principal accounting policies, which have been applied consistently, except where noted, is set out below

### **Going Concern**

The directors 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 directors make this assessment in respect of a period of one year from the date of approval of the financial statements.

### **Incoming Resources**

All incoming resources are recognised when the Academy Trust has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability

#### · Grants receivable

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of entitlement of receipt its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

#### Donations

Donations are recognised on a receivable basis where there is certainty of receipt and the amount can be reliably measured

### Other income

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

## . Donated Services and gifts in kind

The value of donated services and gifts in kind provided to the Academy Trust are recognised at their open market value in the period in which they are receivable as incoming resources, where the benefit to the Academy Trust can be reliably measured. An equivalent amount is included as expenditure under the relevant heading in the Statement of Financial Activities, except where the gift in kind was a fixed asset in which case the amount is included in the appropriate fixed asset category and depreciated over the useful economic life in accordance with Academy Trust's policies.

### Notes to the Financial Statements for the year ended 31 August 2013 (continued)

### 1. Statement of Accounting Policies (continued)

### Donated Services and gifts in kind (continued)

On conversion, the academy trust received the transfer of long leasehold land and buildings for no consideration. The long leasehold land and buildings are recorded at the valuation provided by West Sussex in fixed assets with the equivalent value shown as Incoming Resources – on conversion in the Restricted Fixed Asset Fund in the Statement of Financial Activities.

#### Resources Expended

All expenditure is recognised in the period in which a liability is incurred and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

### Costs of generating funds

These are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds

#### Charitable activities

These are costs incurred on the Academy Trust's educational operations

#### Governance Costs

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

All resources expended are inclusive of irrecoverable VAT

#### **Tangible Fixed Assets**

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

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

### Notes to the Financial Statements for the year ended 31 August 2013 (continued)

### 1. Statement of Accounting Policies (continued)

### **Tangible Fixed Assets (continued)**

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

Long leasehold buildings 125 years
Fixtures, fittings and equipment 5 – 10 years
ICT equipment 4 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

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.

#### **Leased Assets**

Rentals under operating leases are charged on straight line basis over the lease term

#### Stock

Catering stocks are valued at the lower of cost or net realisable value

#### **Taxation**

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

### **Pensions Benefits**

Retirement benefits to employees of the Academy Trust are provided by the Teachers' Pension Scheme ('TPS') and the Local Government Pension Scheme ('LGPS') These are defined benefit schemes, are contracted out of the State Earnings-Related Pension Scheme ('SERPS'), and the assets are held separately from those of the Academy Trust

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 quinquennial valuations using a prospective benefit method. As stated in Note 27, the TPS is a multi-employer scheme and the Academy Trust is unable to identify its share of the underlying assets and liabilities of the scheme on a consistent and reasonable basis. The TPS is therefore treated as a defined contribution scheme and the contributions recognised as they are paid each year.

Notes to the Financial Statements for the year ended 31 August 2013 (continued)

### 1. Statement of Accounting Policies (continued)

The LGPS is a funded scheme and the assets are held separately from those of the Academy Trust in separate trustee administered funds. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit 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 gains and losses on settlements and curtailments. They are included as part of staff costs. Past service costs are recognised immediately in the Statement of Financial Activities if the benefits have vested. If the benefits have not vested immediately, the costs are recognised over the period until vesting occurs. The expected return on assets and the interest cost are shown as a net finance amount of other finance costs or credits adjacent to interest. Actuarial gains and losses are recognised immediately in other gains and losses.

# **Fund Accounting**

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

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

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

#### 2 General Annual Grant (GAG)

a Results and Carry Forward for the Year	Warden Park £000	Warden Park Primary £000	2013 £000	2012 £000
GAG brought forward from previous year	485	_	485	145
GAG allocation for current year	6,439	787	7,226	6,953
Total GAG available to spend	6,924	787	7,711	7,098
Recurrent expenditure from GAG	(6,210)	(699)	(6,909)	(6,491)
Fixed assets purchased from GAG	(114)	114	-	(131)
Transfer from unrestricted fund	-	-	_	` ģ
GAG carried forward to next year	600	202	802	485

## Notes to the Financial Statements for the year ended 31 August 2013 (continued)

3 Voluntary Income	Unrestricted	Restricted	2013	2012
	Funds	Funds	Total	Total
	£000	£000	£000	£000
Capital grants	-	949	949	177
Private sponsorship	-	-	-	-
Other Donations	203	-	203	225
	203	949	1,152	402
4. Activities for Generating funds	Unrestricted Funds £000	Restricted Funds £000	2013 Total £000	2012 £000
Hire of Facilities	47	_	47	59
Catering income	412	-	412	387
Other	7	2	19	2
	466	2	468	446

## Notes to the Financial Statements for the year ended 31 August 2013 (continued)

5.	Funding for Academy's educational op	erations Unrestricted Funds £000	Restricted Funds £000	Total 2013 £000	Total 2012 £000
	DfE / EFA revenue grants				
	General Annual Grant (GAG) (note 2)	_	7,226	7,226	6,953
	Start Up Grants	-	43	43	78
	Other DfE / EFA grants	-	236	236	195
	·	-	7,505	7,505	7,226
	Other Government grants				
	Local authority grants	-	245	245	371
	Special educational projects	-	_	_	_
		-	245	245	371
			7,750	7,750	7,597

6. Resources Expended					
	Staff Costs	Non Pay E	xpenditure	Total	Total
		Premises	Other	2013	2012
	£000	£000	£000	£000	£000
Costs of generating voluntary income	11	_	284	295	295
Costs of generating funds	8	-	_	8	8
Academy's educational operations					
Direct costs	5,235	120	483	5,838	5,434
Allocated support costs	975	155	673	1,803	1,945
	6,229	275	1,440	7,944	7,666
Governance costs including allocated support costs	32	_	18	50	58
	6,261	275	1,458	7,994	7,724

Net Incoming/outgoing resources for the year			
ınclude		2013	2012
	£000	£000	£000
Operating leases		13	13
Fees payable to auditor – audit		15	10
- other services		2	3
Profit/(loss) on disposal of fixed assets		-	-

## Notes to the Financial Statements for the year ended 31 August 2013 (continued)

## 7 Charitable Activities - Academy's educational operations

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Directors' reimbursed expenses

	Unrestricted Funds £000	Restricted Funds £000	Total 2013 £000	Total 2012 £000
Direct costs				
Teaching and educational support staff	-	5,235	5,235	4,844
costs		044	044	440
Depreciation	-	214	214 204	112 266
Educational supplies	-	204 99	20 <del>4</del> 99	200 98
Examination fees	-	99 37	99 37	30
Staff development	-	32	32	37
Educational consultancy	_	17	17	47
Other direct costs	-	5,838	5,838	5,434
Allocated support costs				
Support staff costs	_	975	975	945
Depreciation	-	43	43	12
Recruitment and support	-	23	23	18
Maintenance of premises and equipment	-	155	155	313
Cleaning	-	131	131	134
Rent & rates	-	58	58	125
Insurance	-	62	62	62
Security and transport	-	14	14	10
Catering	•	2	2	1
Bank interest and charges	-	1	1	2
Other support costs		339	339	323
	•	1,803	1,803	1,945
Governance costs	Unrestricted	Restricted	Total	Total
	Funds	Funds	2013	2012
	£000	£000	£000	£000
Legal and professional fees	-	-	-	17
Auditors' remuneration				
Audit of financial statements	-	10	10	10
Responsible officer audit	-	2	2	2
Other audit services	-	6	6	1
Support staff costs	-	32	32	28

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## Notes to the Financial Statements for the year ended 31 August 2013 (continued)

#### 9 Staff costs

Staff costs during the period were

- '	Total 2013 £000	Total 2012 £000
Wages and salaries	5,127	4,725
Social security costs	361	345
Other pension costs	762	730
•	6,250	5,800
Supply teacher costs	11	34
Compensation payments	-	-
	6,261	5,834

The average number of persons (including senior management team) employed by the Academy during the year expressed as full time equivalents was as follows

	2013	2012
	No	No.
Charitable Activities		
Teachers	92	90
Administration and support	75	75
Management	10	9
	177	174

The number of employees whose emoluments fell within the following bands was

	2013	2012	
	No	No.	
£60,000 - £70,000	-	_	
£70,001 - £80,000	-	-	
£80,001 - £90,000	-	-	
£90,001 - £100,000	-	-	
£100,001 - £110,000	1	1	

The above employee participated in the Teachers' Pension Scheme During the year ended 31 August 2013, pension contributions for that member of staff amounted to £15,036 (2012 £13,962)

### Notes to the Financial Statements for the year ended 31 August 2013 (continued)

### 10 Directors' remuneration and expenses

The headteacher and staff directors only receive remuneration in respect of services they provide undertaking the roles of headteacher and staff and not in respect of their services as directors. The headteacher and staff directors are not trustees therefore no separate disclosure of their remuneration is required in this note. Other directors did not receive any payments, other than expenses, from the Academy in respect of their role as directors.

During the year ended 31 August 2013, travel and subsistence expenses totalling £45 (2012 £87) was reimbursed to 1 director

Related party transactions involving the trustees are set out in note 28

#### 11. Directors' and Officers' Insurance

In accordance with normal commercial practice the Academy has purchased insurance to protect directors 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 and the cost for the year ended 31 August 2013 was £240 (2012 £1,560)

### 12 Tangible Fixed Assets

	Freehold Land and Buildings	Leasehold Land and Buildings	Leasehold improvement	Furniture and equipment	Computer Equipment	Motor Vehicles	Total
_	£000	£000	£000	£000	£000	£000	£000
Cost							
At 1 September 2012	14,177	11,016	128	886	284	18	26,509
Additions	-	-	816	46	36	19	917
Disposals	-	-	-	-	-	-	-
At 31 August 2013	14,177	11,016	944	932	320	37	27,426
Depreciation							
At 1 September 2012	-	84	1	730	132	18	965
Charged in year	-	88	27	62	78	2	257
Disposals	-	-	-	-		-	-
At 31 August 2013	•	172	28	792	210	20	1,222
Net book values							
At 31 August 2013	14,177	10,844	916	140	110	17	26,204
At 1 September 2012	14,177	10,932	127	156	152	-	25,544

## Notes to the Financial Statements for the year ended 31 August 2013 (continued)

13	Stock		
		2013	2012
		£000	£000
	Catering	4	5
		4	5
14	Debtors		
		2013	2012
		0003	£000
	Other debtors	198	244
	Other debiors	198	244
15	Creditors amounts falling due within one year	2013 £000	2012 £000
	Trade creditors	43	262
	Taxation and social security	210	117
	Other creditors	96	201
	Accruals and deferred income	170	243
		519	823
	Deferred income		2012 £000
	Deferred Income at 1 September 2012	106	-
	Resources deferred in the year	-	106
	Resources released in the year	(106)	
	Deferred Income at 31 August 2013		106

Amounts deferred at 31 August 2012 related to funding received from WSCC for special educational needs for the 12 month period ended 31 March 2013. The equivalent funding for the 12 month period ending 31 March 2014 had not been received as at 31/8/13 and therefore is included in other debtors.

## Notes to the Financial Statements for the year ended 31 August 2013 (continued)

### 16 Funds

	Balance at 1 September 2012	Incoming resources	Resources expended	Gains, losses and transfers	Balance at 31 August 2013
	£000	£000	£000	£000	£000
Restricted general funds					
General Annual Grant (GAG)	485	7,226	(6,908)	-	803
Start Up Grant	-	43	(43)	_	-
Other DfE/EFA grants	-	236	(236)	-	-
Other voluntary income restricted	-	247	(247)	-	-
Pension reserve	(895)	-	-	41	(854)
	(410)	7,752	(7,434)	41	(51)
Restricted fixed asset funds					
Fixed assets donated on conversion	25,213		(257)	-	24,956
DfE/EFA capital grants	200	949	-	-	1,149
Capital expenditure from GAG	131	-	-	_	131
	25,544	949	(257)	-	26,236
Total restricted funds	25,134	8,701	(7,691)	41	26,185
Unrestricted funds					
Unrestricted funds	202	669	(303)	-	568
Total unrestricted funds	202	669	303	-	568
Total funds	25,336	9,370	(7,994)	41	26,753

## 17 Analysis of net assets between funds

Fund balances at 31 August 2013 are represented by

	Unrestricted	Restricted	Restricted	Total funds
	general funds	general funds	fixed asset funds	2013
	£000	£000	£000	£000
Tangible fixed assets	-		26,204	26,204
Current assets	568	1,322	32	1,922
Current liabilities	-	(519)	-	(519)
Pension scheme liability	•	(854)	-	(854)
Total net assets	568	(51)	26,236	26,753

## Notes to the Financial Statements for the year ended 31 August 2013 (continued)

18 Capital con	nmitments
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	2013	2012
	£000	£000
Contracted for, but not provided in the financial statements	-	47

In July 2012, the academy trust engaged a contractor to act as surveyor and project administrator for the windows replacement project which commenced in October 2012. The fee for this work is shown as a capital commitment above.

### 19 Financial commitments

### Operating leases

At 31 August 2013 the Academy had annual commitments under non-cancellable operating leases as follows

	2013	2012
	£000	£000
Land and buildings		
Expiring within one year	-	-
Expiring within two and five years inclusive	-	_
Expiring in over five years		_
		_
<u>Other</u>		
Expiring within one year	-	_
Expiring within two and five years inclusive	20	20
Expiring in over five years	-	-
	20	20

20	Reconciliation of net income to net cash inflow from operating activities	2013 £000	2012 £000
	Net income	1,376	26,231
	Cash transferred on conversion to an academy trust	-	(169)
	Depreciation (note 13)	257	`129
	Capital grants from DfE and other capital income	(949)	(25,542)
	Pension contributions payable (note 27)	7	90
	(Increase)/decrease in stocks	-	(5)
	(Increase)/decrease in debtors	46	(244)
	Increase/(decrease) in creditors	(311)	733
	Net cash inflow from operating activities	426	1,223

### Notes to the Financial Statements for the year ended 31 August 2013 (continued)

			2013	2012
21	Returns on investments and servicing of finance		£000	£000
	Interest received		_	
	Net cash inflow from returns on investment and	servicing of finance		
			2013	2012
22	Capital expenditure and financial investment		£000	£000
	Purchase of tangible fixed assets		(917)	(331)
	Capital grants from DfE/EFA		949	200
	Net cash outflow from capital expenditure and fu	nancial investment	32	(131)
23	Analysis of changes in net funds	At 1 September		At 31 August
		2012	Cash flows	2013
		£000	£000	£000
	Cash in hand and at bank	1,261	458	1,719
		1,261	458	1,719

## 24 Contingent Liabilities

Warden Park Academy Trust Limited had no contingent liabilities as at 31 August 2013 (2012 nil)

### 25 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

#### 26 Pension and similar obligations

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

The LGPS obligation relates to the employees of the academy trust who were the employees transferred as part of the conversion from maintained school and new employees who were eligible to, and did, join the Scheme since conversion. The obligation in respect of employees who transferred on conversion represents their cumulative service at both the predecessor school and the academy trust at the balance sheet date.

The pension costs are assessed in accordance with the advice of independent qualified actuaries. The latest actuarial valuation of the TPS was 31 March 2004 and of the LGPS 31 March 2010.

Contributions amounting to £97,000 (2012 £90,000) were payable to the schemes at 31 August 2013 and are included in creditors

### Notes to the Financial Statements for the year ended 31 August 2013 (continued)

#### 26 Pension and similar obligations (continued)

#### Teachers' Pension Scheme

The School participates in the Teachers' Pension Scheme (England and Wales) ("the TPS"), for its teaching staff This is a multi-employer defined benefits pension scheme and it is not possible or appropriate to consistently identify the liabilities of the TPS which are attributable to the School As required by FRS17 "Retirement Benefits", the School accounts for this scheme as if it were a defined contribution scheme

The pension charge for the year includes contributions payable to the TPS of £505,000 (2012 £475,000) At the year-end £42,000 (2012 - £41,000) was accrued in respect of contributions to this scheme

On 4 July 2012 the Chief Secretary to the Treasury confirmed that the Government would be taking forward legislation based on the reformed scheme design for the Teachers' Pension Scheme to be introduced in 2015 as set out in the Teachers' Pension Scheme – Proposed Final Agreement ("the TPS Agreement") The TPS Agreement sets out the main parameters for both the provision of future pension benefits and the structuring of the future contributions to the TPS including the basis for increasing average employee contribution rates up to 2015

On 31 January 2013, the Department for Education published the outcome of the consultation on further contributions increases that will apply to members of the TPS in financial year 2013-14 as well as the removal of provisions governing scheme valuations and cap and share arrangements. A revised eight tier salary and employee contribution rate structure has been introduced from 1 April 2013 with employee rates varying between 6.4% and 11.2% Employer contributions will continue for this period at the current rate 14.1%

On 25 April 2013 the Public Service Pensions Act 2013 was enacted and provides the arrangements for managing the future TPS costs, including a requirement for scheme regulations which must set an employer cost cap which will be required to be in accordance with Treasury directions

In light of the new arrangements for setting contribution rates the Government has concluded that there is now no need to carry out the currently suspended TPS actuarial review or the cap and share processes

#### **Local Government Pension Scheme**

The LGPS is a funded defined-benefit scheme, with the assets held in separate trustee-administered funds. The total contribution made for the year ended 31 August 2013 was £328,000 (2012 £298,000) of which employer's contributions totalled £254,000 (2012 £231,000) and employees' contributions totalled £74,000 (2012 £67,000). The agreed contribution rates for future years are between 19 3% and 22 2% for employers and between 5 5% and 7 5% per cent for employees. Additional payments to fund the deficit have been made in the year of £37,000(2012 £35,000). It is anticipated that additional contributions of £38,000 will be made in the year ended 31 August 2014.

Principal Actuarial Assumptions	At 31 August 2013	At 31 August 2012
Rate of increase in salaries	5 1%	4 5%
Rate of increase for pensions in payment / inflation	2 8%	2 2%
Discount rate for scheme liabilities	4 6%	4 1%
Inflation assumption (CPI)	2 8%	2 2%
Commutation of pensions to lump sums	50%	50%

### Notes to the Financial Statements for the year ended 31 August 2013 (continued)

### 26 Pension and similar obligations (continued)

### Local Government Pension Scheme (continued)

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 2013	At 31 August 2012
Retiring today		
Males	22.7	22 7
Females	24.2	24 2
Retiring in 20 years		
Males	24.3	24 3
Females	26.4	26 4

The academy's share of the assets and liabilities in the scheme and the expected rates of return were

	Expected return at 31 August 2013	Fair value at 31 August 2013 £000	Expected return at 31 August 2012	Fair value at 31 August 2012 £000
Equities	6 5%	1,196	5 5%	798
Bonds	4 1%	242	3 4%	186
Property	4 7%	129	3 7%	98
Cash	3 6%	48	2 8%	11
		1,615	•	1,093
Total market value of assets				
Present value of scheme				
- Funded		(2,469)		(1,988)
Surplus/(deficit) in the scheme		(854)		(895)

The actual return on the scheme assets was £194,000 (2012 £92,000)

## Notes to the Financial Statements for the year ended 31 August 2013 (continued) 26 Pension and similar obligations (continued)

### **Local Government Pension Scheme (continued)**

Total expenditure recognised in the	Statement of Financial Activities

	<b>2013</b> £000	<b>2012</b> £000
Current service cost (net of employee contributions)	264	191
Past service cost		
Total operating charge	264	191
Analysis of pension finance income / (costs)		
Expected return on pension scheme assets	63	50
Interest on pension liabilities	(88)	(80)
Pension finance income / (costs)	(55)	(30)

The actual gains and losses for the current year are recognised in the statement of financial activities. The cumulative amount of actuarial gains and losses recognised in the statement of financial activities since the adoption of FRS 17 is a £55,000 loss (2012 £164,000 loss).

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

	2013 £000	2012 £000
At 1 September	1,988	1,486
Current service cost	264	191
Interest cost	88	80
Employee contributions	74	67
Actuarial loss / (gain)	55	164
Benefits paid	-	-
Past Service cost	-	-
Curtailments and settlements		<u>-</u>
At 31 August	2,469	1,988
Movements in the fair value of academy's share of scheme	assets.	
	2013 £000	2012 £000
Opening fair value of fair value of employer assets	1,093	706
Expected return on assets	63	50
Actuarial gains / (losses)	131	39
Employer contributions	254	231
Employee contributions	74	67
Benefits paid	-	-
At 31 August	1,615	1,093

Notes to the Financial Statements for the year ended 31 August 2013 (continued)

### 26 Pension and similar obligations (continued)

Local Government Pension Scheme (continued)

The estimated value of employer contributions for the year ended 31 August 2013 is £272,000 (2012 £252,000)

Year 1 experience	2013 £000	2012 £000
Present value of defined benefit obligations	(2,469)	(1,988)
Fair value of share of scheme assets	1,615	1,093
Deficit in the scheme	(854)	(895)
Experience adjustments on share of scheme assets  Amount £'000*	131	39
Experience adjustments on scheme liabilities:		
Amount £'000*	-	-

### 27 Related Party Transactions

Owing to the nature of the Academy's operations and the composition of the board of directors being drawn from local public and private sector organisations, it is inevitable that transactions will take place with organisations in which a member of the board of directors may have an interest. All transactions involving such organisations are conducted at arm's length and in accordance with the Academy's financial regulations and normal procurement procedures.