

# St Mary's Catholic Primary School (Maltby)

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 August 2020

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# **St Mary's Catholic Primary School (Maltby)**

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## **St Mary's Catholic Primary School (Maltby)**

### **Reference and Administrative Details**

|   |  |
|---|--|
| <b>Members</b>                            | Diocese of Hallam Trustee<br>Rt Rev R Heskett<br>Chair of Governors  |
| <b>Governors and Trustees (Directors)</b> | N Harris, Head Teacher<br>A Wass, Foundation Governor<br>C Orange, Foundation Governor<br>M J Colley, Foundation Governor (resigned 1 October 2020)<br>J Regan, Foundation Governor (resigned 5 August 2020)<br>M D Moxon, Staff Governor<br>R Bergin, Foundation Governor<br>F Ozyer-Key, Parent Governor (resigned 16 October 2020)<br>T A Shield, Foundation Governor (resigned 24 June 2020)<br>P J Andrews, Community Governor<br>S Shaw, Foundation Governor<br>M Bowers, Foundation Governor (resigned 8 October 2019)<br>C Malley, Staff Governor (resigned 7 August 2020)<br>N J Smith, Parent Governor (appointed 23 October 2019) |
| <b>Company Secretary</b>                  | B A McLen  |
| <b>Head Teacher</b>                       | N Harris   |
| <b>Senior Management Team</b>             | N Harris, Head Teacher<br>C Malley, Deputy Head Teacher<br>A Seddon, SENCO Leader  |
| <b>Principal and Registered Office</b>    | Muglet Lane<br>Maltby<br>Rotherham<br>South Yorkshire<br>S66 7JU   |
| <b>Company Registration Number</b>        | 08543217   |

## **St Mary's Catholic Primary School (Maltby)**

### **Reference and Administrative Details (continued)**

**Auditors**                      Marriott Gibbs Rees Wallis Limited  
13 - 17 Paradise Square  
Sheffield  
South Yorkshire  
S1 2DE

**Bankers**                        Lloyds Bank plc  
14 Church Street  
Sheffield  
South Yorkshire  
S1 1HP

**Solicitors**                    Browne Jacobson LLP  
Mowbray House  
Castle Meadow Road  
Nottingham  
Nottinghamshire  
NG2 1BJ

## **St Mary's Catholic Primary School (Maltby)**

### **Trustees' Report for the Year Ended 31 August 2020**

The Trustees present their annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 August 2020. The annual report serves the purposes of both a trustees' report, and a directors' report under company law.

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

##### ***Constitution***

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

The trustees of St Mary's Catholic Primary School (Maltby) are also the directors of the charitable company for the purposes of the company law. The charitable company is known as St Mary's Catholic Primary School (Maltby).

Details of the trustees who served during the year are included in the Reference and Administrative Details on page 1.

The academy trust operates as a primary school for pupils aged 3 to 11 serving the catchment area of Maltby and Wickersley. It has a pupil capacity of 240 and had on roll 192 pupils in school in the October 2020 census.

##### ***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 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***

Trustees are covered by the school's insurer for liability arising from negligent acts, errors and omissions committed in good faith.

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

The School's governing body comprises : the Headteacher, nine Foundation Governors, one Community Governor, 2 Staff Governors and 2 Parent Governors.

##### **Foundation Governors**

Foundation Governors are appointed by the Bishop of the Diocese to represent the interests of the Bishop and the Trustees of the Diocese. Foundation Governors need to be in good standing with the Church and be supported in writing by the parish priest. Completed application forms (Foundation Governor of a Catholic School, Information and Nomination Form) are forwarded to the Diocese of Hallam Schools' Department for processing.

Staff and Parent Governor appointments are organised within School.

## **St Mary's Catholic Primary School (Maltby)**

### **Trustees' Report for the Year Ended 31 August 2020 (continued)**

#### **Parent Governor Election**

Parent Governors are appointed by election (from parents of children on roll at the School). The School seeks nominations by writing to all parents/carers of current pupils. If more nominations are received than the number of vacancies, then an election is held.

Statements of those nominated are then circulated to all parents along with a ballot paper. When the papers are returned the votes must be counted as soon as possible and the candidate(s) with the most votes is/are appointed.

Where no nominations for the election of a Parent Governor have been received by the closing date, the Governing Body can appoint a Parent Governor.

The appointment of a Parent Governor can only be considered at a meeting of the full governing body where an item entitled "Appointment of a Parent Governor" is an item on the agenda.

When considering the appointment of a Parent Governor, the governing body must appoint:

- a parent of a registered pupil at the school; or if not possible
- a parent of a former registered pupil at the school; or if not possible
- a parent of a child under or of compulsory school age.

#### **Staff Governors**

Staff Governors are appointed by the staff at the school. Where the size of the Governing Body allows, members of both the teaching and support staff should be represented on the Governing Body.

Vacancies for a Staff Governor are filled by election. All eligible members of staff are informed of the vacancy and invited to submit a nomination if interested. If more than the required number of nominations is received by the closing date, an election is held. All staff employed at the School are eligible to vote in all Staff Governor elections.

Elections are held by secret ballot. All staff are provided with a ballot paper containing the names of all candidates standing for election. The member of staff with the highest number of eligible votes cast is elected.

#### **Other Governors**

The Articles of Association permit the governing body to appoint up to three co-opted Governors to assist the school providing that they do not exceed the number of foundation governors.

The Secretary of State for Education may, in special circumstances, appoint further and additional governors. No co-opted or Secretary of State appointees were made during the year.

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

Newly appointed governors are invited to an induction meeting with the Headteacher. New governors are invited to attend all committee meetings prior to deciding which committees they wish to represent.

An information pack is provided for trustees on appointment including the "Induction for New Governors" course profile and dates, offered via the Governor Development Service. Further training is available via Rotherham LA. Governors are informed and encouraged to attend relevant training courses in-line with their responsibilities.

## **St Mary's Catholic Primary School (Maltby)**

### **Trustees' Report for the Year Ended 31 August 2020 (continued)**

#### ***Organisational structure***

Subject to the mandates by the Companies Act 2006, the Articles of Association ensure that the activities of the Academy Trust are managed by the Governors who exercise all the powers of the Academy Trust with very few exceptions reserved to the members. The Governing Body's scheme of delegation provides for decisions to be taken at the most appropriate level by its committees and staff through the management structure. The key responsibilities serviced by the Governing Body include; the responsibility to ensure that adequate operational systems and controls are in place and implemented to meet the school's regulatory and funding obligations; the school's accounting policies; approval of the annual school budget; determination of financial matters of a higher value not delegated to its committees or the schools staff; the appointment of its auditors; the security of the school's assets and appointment of the Headteacher.

#### ***The Role of the Governing Body***

The Governing Body of St Mary's Catholic Primary School (Maltby) aims to promote high standards of educational achievement at the school. In all its deliberations the Governing Body will:

- have the quality of children's learning at the heart of all our business;
- be united around a common vision shared with the Headteacher and staff, and expressed in the School Development Plan; and
- have clear and achievable goals.

To underpin the above objectives, the Governing Body will, in conducting all of its business, act as a corporate body, with integrity, objectivity and honesty and in the best interests of the school. It will be open about, and be prepared to explain, its decisions and actions, subject to issues that it considers confidential. The Governing Body will adopt an agreed "Code of Conduct for School Governors" and all Governors will be expected to adhere to the principles outlined in this Code of Conduct.

The Governing Body will carry out its duties by taking a mainly strategic role in the running of the school. This will include:

- setting the vision, aims and objectives for the school;
- establishing the strategic framework for the school;
- agreeing policies and targets for achieving the aims and objectives; and
- reviewing progress and reviewing the strategic framework in the light of progress made.

The Governing Body will act as a "critical friend" to the Headteacher. This will include:

- providing the Headteacher and staff with support, constructive advice and information, drawing on its members' knowledge and experience.
- monitoring and evaluating the school's effectiveness;
- asking challenging questions; and
- pressing for improvement.

The Governing Body will discuss, question and, where appropriate, refine proposals from the Headteacher, whilst always respecting the professional roles of the Headteacher and other staff, and their responsibilities for the management of the school. In fulfilling these duties the Governing Body will seek to reduce the administrative burden on the Headteacher.

## **St Mary's Catholic Primary School (Maltby)**

### **Trustees' Report for the Year Ended 31 August 2020 (continued)**

The Governing Body has many statutory functions to perform. However, to ensure that it focuses on where it can add most value - that is in helping to decide the school's strategy for improvement - the Governing Body, in consultation with the Headteacher, has considered its decision-taking arrangements and has delegated some functions to committees, individual governors and the Headteacher. These are recorded on page 1 and meetings are held in conjunction with the Articles of Association and relevant terms of reference as detailed in Appendix 1.

The Governing Body, in partnership with the Headteacher and staff, will help to decide what it wants the school to achieve and set the framework for achieving this objective. The School Development Plan and agreed policies will provide the main focus for achieving this.

The Governing Body will monitor progress within the school, over time and in comparison with similar schools, but is not responsible for collecting monitoring data; this is the responsibility of the Headteacher. The Governing Body will agree with the Headteacher what information it requires to fulfil this responsibility. The Governing Body will use the agreed monitoring data to review and evaluate progress against previously set targets to determine whether a policy is working or needs changing.

All governors are encouraged to visit the school, following prior agreement with the Headteacher, to support staff and to gain a better understanding of the school. This will enable more effective decisions to be made on behalf of all pupils. The Governing Body will adopt an agreed procedure for "Governors' School Visits" and all governors will be expected to adhere to the principles outlined in this procedure.

The Governing Body will be prepared to explain its decisions and actions to anyone who has a legitimate interest. This may include staff, parents, the Diocese and the Secretary of State.

The Governing Body has four separate committees; Pastoral and Resources, Performance and Standards, Admissions and Performance and Management. Please see Appendix 1 for their terms of reference.

#### **The Headteacher**

The Headteacher will formulate policies and suggest appropriate targets to achieve the school's vision, aims and objectives, for consideration by the Governing Body. The Headteacher may, where appropriate, involve the Governing Body at an early stage when formulating such policies.

Following their adoption by the Governing Body, the Headteacher will implement the policies and lead the school towards the agreed targets.

The Headteacher and professional staff are accountable to the Governing Body for the school's performance. The Headteacher will advise the Governing Body upon the most appropriate arrangements for monitoring and evaluating particular requirements and policies and will provide the Governing Body with sufficient information, as agreed, to enable the Governing Body to carry out its functions effectively.

The Headteacher is responsible for the internal organisation, management and control of the school and for advising on and implementing the Governing Body's strategic framework. This will include:

- formulating the vision, aims and objectives for the school;
- formulating policies and targets to achieve the aims and objectives; and
- reporting to the Governing Body on progress at least once every school year.



## **St Mary's Catholic Primary School (Maltby)**

### **Trustees' Report for the Year Ended 31 August 2020 (continued)**

The Governing Body and the Headteacher will work together in partnership to develop key policies. The Governing Body will seek the advice of the Headteacher before taking decisions on any of these matters.

The Senior Leadership Team (SLT) comprises of:

- the Headteacher
- the Deputy headteacher and
- the SENCO leader

The SLT determines the strategic direction of the school, making policy recommendations to the Governing Body. The SLT has operational control of the school and monitors the quality of educational provision.

Line management structures are a key part of the organisation of the school, ensuring dialogue and accountability for performance. All members of staff are subject to performance review procedures, which lead to targets, the attainment of which should result in the achievement of the School Development Plan.

The Headteacher and school secretary assess the school's financial position. This is reported to the governors' finance committee on a termly basis, as part of the budget setting, monitoring and planning process.

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

The Pastoral and Resources Committee meet annually to review the recommendations for pay progression of the staff by the Headteacher, if staff successfully meet their performance management objectives in line with the pay policy.

Governors on the Performance and Management Committee also meet annually with an external advisor to carry out the appraisal of the Headteacher and consider relevant pay increments if performance management objectives are successfully met in line with the pay policy.

#### ***Connected organisations, including related party relationships***

St Mary's Catholic Primary School (Maltby) is a Catholic Voluntary academy and has a Partnership Agreement with the Diocese of Hallam.

St Mary's Catholic Primary School (Maltby) is part of The Holy Spirit Umbrella Trust along with St Bernard's Catholic High School, St Mary's Catholic Primary School (Herringthorpe), St Gerard's Catholic Primary School, St Bede's Catholic Primary School and St Joseph's Catholic Primary School (Dinnington).

#### **Objectives and activities**

##### ***Objects and aims***

##### **Mission Statement**

St Mary's Catholic Primary School (Maltby) offers a distinctive Catholic education where everyone is challenged to strive for excellence.

Each individual within our school community is known and loved. We believe that each person is unique, gifted, valued and loved by God.

We endeavour to build an educational community where Christ is our inspiration and teacher.

"My Commandment is this – love one another just as I love you."

At St Mary's we pride ourselves on the way we live out the Mission Statement.

## **St Mary's Catholic Primary School (Maltby)**

### **Trustees' Report for the Year Ended 31 August 2020 (continued)**

#### ***Public benefit***

The Academy provides educational services to all children in the local area. The Trustees confirm that they have complied with the duty in Section 17(5) of the Charities Act 2011 to have due regard to the public benefit guidance provided by the Charity Commission.

#### **Strategic Report**

##### **Achievements and performance**

Due to COVID 19 no assessment were carried out during the year, therefore no results were obtained.

##### Impact of COVID 19 on St Mary's School

The COVID 19 has had a major impact on school life and teaching and learning. Since the lockdown in March, it has severely disrupted teaching and learning with children and staff having to go home and isolate. Extra resources and time were spent during this to undertake deep cleans when symptoms were shown.

During lockdown, staff worked hard to produce remote learning through online resources alongside hard copies of work for children to do. There was low uptake of this work for a variety of reasons. A lot of admin and management time was spend ensuring that families were alright and coping during difficult times. Families had at least weekly welfare calls from staff and a lot of time was spent ensuring that Free School Meal vouchers were provided correctly. The system that was used by the Government was not easy to use and caused our office staff to work almost constantly throughout this period, often out of working hours when the system would not crash, to ensure that our families were alright.

Upon return to school, a lot of money has been spent on resources such as extra hand cleaning facilities around school and extra cleaning resources for classrooms. We also employ a cleaner to do an hour at lunchtime every day to clean major contact points. In terms of learning, we have had to convert an ICT suite to a classroom to ensure that we can maintain clear bubbles. It has also meant spending more on external supply as we can't move staff between bubbles to cover if need be.

With regards to teaching and learning since September, COVID 19 had a detrimental effect on how we deliver phonics teaching where we used to group children across years by ability. We are still managing to have Specialist Leaders of Education come into school to support but it is a restrictive way of working for them in ensuring social distancing. We have not been able to invite external people into school to deliver specialist teaching or extra-curricular clubs that we have done so successfully in the past.

In terms of leadership, many meetings have managed to go ahead but virtually rather than in person. This meets some of the needs, but again, it does not allow for natural discussion and challenge.

Governors have been unable to properly fulfil their roles due to the restriction on visitors entering school.

In terms of personnel, there has been an increase in staff anxiety during this pandemic. Two teaching assistants and one midday supervisor have both resigned their position due to their anxieties and worries about protecting themselves and their families. This is despite school working with the employees to try and ease any fears. Since September we have had two members of staff have to self-isolate for 14 days. Again, this brings with it certain challenges. We have been fortunate that since the return to school, we have had no positive cases in staff and children.

There are many other ways in which COVID 19 has impacted the day to day running of a school and in the teaching and learning but not able to mention everything in this report.

As the school has entered special measures during the lockdown period, COVID 19 has put extra challenges and stress on people at an already pressurised and stressful period.

## St Mary's Catholic Primary School (Maltby)

### Trustees' Report for the Year Ended 31 August 2020 (continued)

#### **Key financial performance indicators**

|  | 2020    | 2019    |
|--|---------|---------|
| Fund balance (excluding fixed assets and pension) (£)                    | 101,231 | 151,182 |
| Cash in bank (£)   | 195,171 | 226,000 |
| Total staff costs (£)  | 916,365 | 834,745 |
| Staff costs to ESFA revenue income (%)                                   | 98.26   | 90.96   |
| Staff costs to total income excluding fixed asset funds (%)              | 83.01   | 79.72   |
| Staff costs as proportion of total expense (%)                           | 76.20   | 75.43   |
| Total pupil numbers  | 181     | 201     |
| Spend per pupil for non-pay expenditure lines excluding depreciation (£) | 1,444   | 1,254   |

#### **Key non-financial performance indicators**

The school received an Ofsted rating of "Special Measures" following an inspection of the 12th and 13th February 2020.

#### **Going concern**

After making appropriate enquiries, the Governing Body 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.

#### **Financial review**

The Trust has cash of £195,171 (2019 - £226,000) at the bank, with total net assets of £693,019 (2019 - £730,570) excluding the pension liability of £793,000 (2019 - £820,000).

At 31 August 2019 the level of free reserves held was £24,669 which shows a surplus of £4,029 on the 2019 total of £20,640. Restricted general funds amounted to £76,562 which shows a deficit of £53,980 on the 2019 total of £130,542.

The balance on restricted general funds (excluding pension reserve) plus the balance on unrestricted funds amounted to £101,231 (2019 - £151,182) and the Trust has an overall balance of £591,788 (2019 - £579,388) on restricted fixed asset funds.

The Trust is principally funded by the General Annual Grant from the Department of Education which is used exclusively for providing education and the associated support services to the students of the Trust.

COVID 19 hasn't had a major financial impact on the school in the financial year due to closure of the school during the nationwide lockdown, however upon reopening in September 2020, the increased wages, cleaning and agency supply costs are expected to sharply rise.

## **St Mary's Catholic Primary School (Maltby)**

### **Trustees' Report for the Year Ended 31 August 2020 (continued)**

#### ***Financial and risk management objectives and policies***

The Trust adopted as its principal financial policies the Academies Financial Handbook published by the DfE, Academy Schools: guidance on regulation as Charities and Internal Controls for Charities published by the Charities Commission together with the Academy's operational Financial Management and Administration procedure.

The main financial risks are:

- protection of the Trust's assets;
- conflicts of interest, theft, bribery, loss, waste, fraud or mistakes;
- robust financial reporting systems; and
- compliance with financial law and regulations

To mitigate against these risks, relevant insurance policies are in place. Rigorous internal controls and risk assessments have taken place, in collaboration with the Trust's nominated Auditor to ensure law and regulations are adhered to.

#### ***Reserves policy***

##### **DEFINITIONS AND GOALS**

##### **Restricted Reserves**

Restricted reserves are represented by the main income for the Academy which is General Annual Grant (GAG), other grant contributions or donations that are received for a specific project or purpose. These funds are restricted for use according to the funding agreements or donor's instructions.

All reserves are reported and reviewed regularly at management meetings and expenditure from reserves approved by the governors.

##### **Unrestricted Funds**

These are made up of the Academy's activities for generating funds, investment income and other donations, which are expendable at the discretion of the governors in furtherance of achieving the objectives of the Academy.

The Academy is confident that it will meet the required pension contributions from its projected income without significantly impacting on its planned level of charitable activity, it continues to calculate its "free" or general unrestricted reserves without setting aside designated reserves to cover the pension liability.

These funds will be reviewed regularly by the governors and finance committee and are obtained through one off donations and are generally built up over time from fund generating activities and investments.

## **St Mary's Catholic Primary School (Maltby)**

### **Trustees' Report for the Year Ended 31 August 2020 (continued)**

#### **USE OF RESERVES**

##### **1. Identification of appropriate use of reserve funds**

The governors and staff will identify the need for access to reserve funds and confirm that the use is consistent with the purpose of the reserve as described in this policy. This step requires analysis of the reason for any shortfall, the availability of any other sources of funds before using reserves and evaluation of the time period that the funds will be required and replenished.

##### **2. Authorisation of use of reserves**

Authorisation to use reserves of any kind will be made by the governors at the next available meeting and the approval should be noted in the minutes.

##### **3. Reporting and monitoring**

The trustees are responsible for ensuring that the funds are maintained and used only as described in this policy. Upon approval for the use of these funds, the Academy will maintain a record of the use of the funds. The Finance Committee should regularly monitor the progress of the reserves.

#### **REVIEW OF POLICY**

This policy will be reviewed by Finance Committee every three years or sooner if warranted by internal or external events or changes. Changes to the policy will be recommended by the Finance Committee of the Governing Body.

The Trustees intend to build up a prudent level of reserves over a period of time and will review the reserves policy annually:

- to ensure the stability of the Academy's organisational operations;
- to protect the Academy so it can adjust quickly and efficiently to any change in financial circumstances; and
- to enable the Academy to plan for maintenance and capital expenditure.

#### **REVIEW OF RESERVES**

Restricted general and unrestricted funds were £101,231 as at the balance sheet date. This is considered to be a prudent level of reserves for when it is most needed and to build up reserves for long term capital projects without being disadvantageous to existing pupils.

## **St Mary's Catholic Primary School (Maltby)**

### **Trustees' Report for the Year Ended 31 August 2020 (continued)**

#### ***Investment policy***

##### **AIMS**

The aim of this policy is to ensure that funds which the Academy does not immediately need to cover anticipated expenditure are invested in such a way as to maximise income but without risk.

Our aim is to spend the public monies with which we are entrusted for the direct educational benefit of pupils as soon as is prudent. The Academy does not consider the investment of surplus funds as a primary activity, rather it is the result of good practice as and when circumstances allow.

##### **PURPOSE**

- to ensure adequate cash balances are maintained in the current account to cover day to day working capital requirements.
- to ensure there is no risk of loss in capital value of any cash funds invested
- to protect the capital value of any invested funds against inflation
- to optimise returns on invested funds

##### **GUIDELINES**

Regular cash flow reports are to be prepared and monitored to ensure there are adequate liquid funds to meet all payroll related commitments and outstanding creditors that are due for payment.

Where the cash flow identifies a base level of cash funds that will be surplus to requirements these may be invested following approval from the Finance Committee. Approval must be signed off and recorded in the committee minutes.

In making decisions regarding where and how any surplus funds should be invested, due regard will be given to risk.

#### ***Principal risks and uncertainties***

The principal risk and uncertainty the Trust faces is the continued funding from the Department of Education. To mitigate against this risk, the Trust ensures that these funds are used for the purpose they were provided for and only in accordance with guidance laid out in the DfE Academies Financial Handbook. The Trust ensures proper stewardship to those funds, economy, efficiency and effectiveness in their use, using its discretion reasonably and takes into account any and all relevant guidance on accountability or propriety.

The governors have assessed the major risks to which the school is exposed, in particular those relating to specific teaching and other operational areas and its finances. The governors have implemented a number of systems to assess the risks that the school faces, especially in the operational areas (e.g. in relation to teaching, health and safety, bullying and school trips) and in relation to the control of finance. Systems are in place, including operational procedures (e.g. vetting of new staff and visitors, supervision of the school grounds) and the internal financial controls in order to minimise risk. Where significant financial risk still remains, the governors have ensured they have adequate insurance cover alongside controls. The school has an effective system of internal financial controls.

The academy is not generally exposed to significant uncertainty in relation to financial instruments. The key issue is the pension scheme liability, which is included in the accounts on actuarial advice and inevitably will be subject to fluctuations in the future.

## **St Mary's Catholic Primary School (Maltby)**

### **Trustees' Report for the Year Ended 31 August 2020 (continued)**

#### **Fundraising**

St Mary's Catholic Primary School (Maltby) is not connected to any professional fund raising organisation.

St Mary's Friends of the School is organised by school personnel and parents and carers in running this Committee.

School hold fund raising events throughout the year, which are advertised in the newsletter, via the school app and on the website. All contributions are voluntary and no undue pressure is put on parents and carers to contribute.

All money raised is either used for school resources or distributed to outside charities.

#### **Plans for future periods**

The trustees are currently looking into future plans for the school and any grants that are available to help facilitate building improvements. In particular, the trustees are keen to explore funding opportunities for a new Key Stage 2 building and if this is not possible then different refurbishment possibilities are to be explored.

#### **Auditor**

Insofar as the Trustees are aware:

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

#### **Reappointment of auditor**

The auditors Marriott Gibbs Rees Wallis Limited are deemed to be reappointed under section 487(2) of the Companies Act 2006.

The trustees' report, incorporating a Strategic Report, was approved by order of the members of the Governing Body on 9/12/2020 and signed on its behalf by:



N Harris  
Head Teacher

# St Mary's Catholic Primary School (Maltby)

## Governance Statement

### Scope of responsibility

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

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

The Governing Body has delegated the day-to-day responsibility to N Harris, Head Teacher, as Accounting Officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreement between St Mary's Catholic Primary School (Maltby) and the Secretary of State for Education. They are also responsible for reporting to the Governing Body any material weaknesses or breakdowns in internal control.

### Governance

The information on governance included here supplements that described in the Trustees' Report and in the Statement of Trustees' Responsibilities. The Governing Body has formally met 6 times during the year. Attendance during the year at meetings of the Governing Body was as follows:

| Trustee   | Meetings attended | Out of a possible |
|---|-------------------|-------------------|
| A Wass, Foundation Governor                               | 6                 | 6                 |
| N Harris, Head Teacher                                    | 4                 | 6                 |
| M D Moxon, Staff Governor                                 | 6                 | 6                 |
| T A Shield, Foundation Governor (resigned 24 June 2020)   | 3                 | 4                 |
| R Bergin, Foundation Governor                             | 6                 | 6                 |
| J Regan, Foundation Governor (resigned 5 August 2020)     | 4                 | 6                 |
| M J Colley, Foundation Governor (resigned 1 October 2020) | 5                 | 6                 |
| C Orange, Foundation Governor                             | 5                 | 6                 |
| N J Smith, Parent Governor (appointed 23 October 2019)    | 5                 | 5                 |
| F Ozyer-Key, Parent Governor (resigned 16 October 2020)   | 6                 | 6                 |
| C Malley, Staff Governor (resigned 7 August 2020)         | 2                 | 2                 |
| P J Andrews, Community Governor                           | 6                 | 6                 |
| S Shaw, Foundation Governor                               | 6                 | 6                 |
| M Bowers, Foundation Governor (resigned 8 October 2019)   | 0                 | 0                 |

### Governance reviews

The Governing body annually audit the skill set of the governors and use this information to allocate governors to specific roles and committees. Governors are encouraged to attend training sessions to fill any particular skillsets. The next self-evaluation of governance will take place in Autumn 2020.



## **St Mary's Catholic Primary School (Maltby)**

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

The Pastoral and Resources Committee is a sub-committee of the main Governing Body. Its purpose is to

- Ensure the proper and efficient management of all money available to the school, in accordance with the Academies Financial Handbook 2019.

- To ensure that a financial management policy relating to financial decision-making and administration is produced, defining the respective responsibilities of the Governing Body, the Pastoral and Resources committee, the Headteacher and other staff, for approval by the Governing Body

- To review the financial management policy on an annual basis and recommend to the Governing Body any amendments it considers necessary

- To ensure that the school has written descriptions of all the school's financial systems and procedures in place, and to review these on a regular basis

- To participate in school self evaluation activities of financial performance/controls

- To develop a 3 year strategic financial plan within the context of the school's aims and ethos, and to review this on an annual basis

- To receive the outcomes of financial audit reviews and report back to Audit on any action taken in response to their findings

- To determine, on an annual basis, the nature and level of service purchased from local authority, and other providers, service level agreements, as detailed in the annual Portfolio of Services to Schools

- To ensure value for money in relation to the purchase of any goods and services in accordance with Financial Regulations, as follows:

- For orders between £3,000 and £20,000, obtain written quotations from a minimum of 2 contractors.

- For orders above £20,000, obtain 3 written tenders unless it is impracticable to do so. In such circumstances, the reasons for not doing so are reported to the Governing Body

- To consider annual financial benchmarking information and discuss any issues raised by this

- To consider, amend if appropriate, and agree the first formal budget plan of the financial year, ensuring that the priorities within the School Development Plan are reflected within the budget

- To monitor expenditure against the agreed budget by examining budget profile statements on a termly basis, and report any significant anomalies to the Governing Body

- To consider and make decisions about pay, following recommendations from the head teacher and appointed governors, as appropriate, in accordance with the schools Performance Management and Pay policy

- To report to the ESFA and the Governing Body on the intended use of any surplus balances

- To monitor virements to the school budget headings made by the head teacher within the limit set by the school's financial management policy (e.g. £1750)

- To consider and, where appropriate, approve virements in excess of the limit available to the head teacher in accordance with the school's financial management policy

- To consider and, where appropriate, approve purchases of items in excess of the limit available to the head teacher in accordance with the school's financial management policy

- To consider, and approve where appropriate, the purchase of any insurance

- To appoint independent auditors for all accounts, and ensure that audits are undertaken on an annual basis

- To receive and approve the audited accounts, the auditor's certificate and a written report on the accounts of all accounts and lodged with the Education and Skills Funding Agency by 31st December.

## St Mary's Catholic Primary School (Maltby)

### Governance Statement (continued)

The Pastoral and Resources Committee is a sub-committee of the main Governing Body. Its purpose is to review and approve the following policies in accordance with the policy review cycle:

- ☐ Charging and remissions policy (statutory)
- ☐ Annual review of lettings charges\* (statutory)
- ☐ Governors' Allowances policy (statutory, where the governing body determines that legitimate expenses can be reclaimed)
- ☐ Data Protection policy
- ☐ Information Security policy
- ☐ Electronic Communications policy
- ☐ To consider and respond, on behalf of the Governing Body, to any consultation papers that fall within the remit of the committee
- ☐ To encourage the attendance of members on relevant governor training courses to increase their knowledge as appropriate;

NB:

The terms of reference make an assumption that the Governing Body has delegated powers to approve the first budget plan to the committee. If the Governing Body decides not to delegate this power to the committee, the terms of reference will need amending accordingly.

The committee is only responsible for ensuring that voluntary school funds are administered correctly, via the appointment of independent auditors, and ensuring that an annual audit is undertaken and reported to the committee. Decisions on how these voluntary funds are spent rest with the Headteacher.

The Governing Body will need to determine which committee will have responsibility for determining the level of charges that apply when letting the school premises and include a statement in the terms of reference. Attendance at meetings during the year was as follows:

| Trustee     | Meetings attended | Out of a possible |
|-------------|-------------------|-------------------|
| N Harris    | 0                 | 2                 |
| A Wass      | 2                 | 2                 |
| R Bergin    | 2                 | 2                 |
| P J Andrews | 2                 | 2                 |
| J Regan     | 1                 | 2                 |
| M J Colley  | 1                 | 2                 |
| C Malley    | 2                 | 2                 |
| N J Smith   | 2                 | 2                 |
| C Orange    | 1                 | 2                 |

#### Review of value for money

As accounting officer the member has responsibility for ensuring that the academy trust delivers good value in the use of public resources. The Accounting Officer understands that value for money refers to the educational and wider societal outcomes achieved in return for the taxpayer resources received.

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

# **St Mary's Catholic Primary School (Maltby)**

## **Governance Statement (continued)**

### **Robust Governance and Oversight of Academy Finances**

The Academy has invested in the services of MGRW accountants and Rotherham Local Authority Schools' Finance Department and benefits from a suitably qualified Internal Auditor. The Internal Auditor reviews key financial policies, systems and procedures, including the use of tenders and presents reports on compliance to the Pastoral and Resources Committee.

The Academy receives support throughout the year from MGRW accountants as its external Auditors on compliance and accounting practices.

The Pastoral and Resources Committee receive termly monitoring reports, budget holders receive monthly monitoring and the Academy has robust systems for separation of duties in place. The Governors approve the budget each year and are mindful of the need to balance expenditure against income to ensure the Academy Trust remains a "going concern". The Governors also receive and approve the Annual Accounts and the External Auditors Management Report.

### **Ensuring the operation of the Trust demonstrates good value for money and efficient and effective use of resources**

The Academy regularly benchmarks financial performance against other academy trusts to demonstrate that the Trust provides good value for money.

Tender exercises are undertaken when necessary to ensure that high value contracts are assessed against the marketplace to ensure that long term contracts remain competitive. The Academy does not enter into any contracts longer than 5 years.

For purchases above £3,000 up to £20,000, 2 written quotes are required. Anything over £20,000, 3 quotes are required.

### **Reviewing Controls and Managing Risks**

The Academy Senior Leadership review expenditure within each budget heading annually and make adjustments based on the effectiveness of strategies introduced in previous years, curriculum offer and any new strategies identified in the Developing Excellence Plan.

The Academy Trust is part of the Holy Spirit Trust and collaborates with other schools to ensure, where possible, procurement costs are kept to a minimum.

### **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 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 St Mary's Catholic Primary School (Maltby) for the year ended 31 August 2020 and up to the date of approval of the annual report and financial statements.

### **Capacity to handle risk**

The Governing Body 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 Governing Body is of the view that there is a formal ongoing process for identifying, evaluating and managing the academy trust's significant risks that has been in place for the year ended 31 August 2020 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the Governing Body.

## **St Mary's Catholic Primary School (Maltby)**

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

#### **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 Governing Body;
- regular reviews by the Pastoral and 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;
- identification and management of risks.

The Governing Body has decided:

- to buy-in an internal audit service from Marriott Gibbs Rees Wallis Limited, carried out by team members not involved in the statutory audit, up until 31 August 2020. The trustees are aware of the revised FRC Ethical Standard for auditors which states that a firm providing external audit services to an entity shall not also provide internal audit services to it, subject to transitional arrangements which permit existing audit engagements at 15 March 2020 to conclude.

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

- testing of purchasing/procurement systems including ensuring that authorisation and value for money policies are adhered to;
- testing of payroll systems;
- testing of income systems;
- testing of bank control and reconciliation procedures;
- testing of VAT reporting;
- testing of procedures for the recording of financial information and reporting to governors; and
- testing of the requirements of the Academies Financial Handbook

On a quarterly basis the auditor reports to the Governing Body, through the audit committee on the operation of the systems of control and on the discharge of the Governing Body's financial responsibilities and annually prepares an annual summary report to the committee outlining the areas reviewed, key findings, recommendations and conclusions to help the committee consider actions and assess year on year progress.

There were no material control or other issues reported by the auditor to date.

## St Mary's Catholic Primary School (Maltby)

### Governance Statement (continued)

#### Review of effectiveness

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

- the work of the internal auditor ;
- the work of the external auditor;
- the financial management and governance self-assessment process or the school resource management self-assessment tool;
- the work of the executive managers within the academy trust who have 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 Pastoral and Resources Committee and a plan to address weaknesses and ensure continuous improvement of the system is in place.

Approved by order of the members of the Governing Body on 9/12/20 and signed on its behalf by:



N Harris  
Accounting officer  
Head Teacher


## St Mary's Catholic Primary School (Maltby)


### Statement on Regularity, Propriety and Compliance

As Accounting Officer of St Mary's Catholic Primary School (Maltby) I have considered my responsibility to notify the academy trust Governing Body and the Education and Skills Funding Agency (ESFA) of material irregularity, impropriety and non-compliance with terms and conditions of all funding received by the academy trust, under the funding agreement in place between the academy trust and the Secretary of State for Education. As part of my consideration I have had due regard to the requirements of the Academies Financial Handbook 2019.

I confirm that I and the academy trust Governing Body are able to identify any material irregular or improper use of funds by the academy trust, or material non-compliance with the terms and conditions of funding under the academy trust's funding agreement and the Academies Financial Handbook 2019.

I confirm that no instances of material irregularity, impropriety or funding non-compliance have been discovered to date. If any instances are identified after the date of this statement, these will be notified to the Governing Body and ESFA.

  
.....  
N Harris, Head Teacher  
Accounting officer

Date:   
.....

## St Mary's Catholic Primary School (Maltby)

### Statement of Trustees' Responsibilities

The Trustees (who are also the 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 the Academies Accounts Direction published by the Education and Skills Funding Agency, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the 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 Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP 2019 and the Academies Accounts Direction 2019 to 2020;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the 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 Trustees are responsible for ensuring that in its conduct and operation the charitable company applies financial and other controls, which conform with the requirements both of propriety and of good financial management. They are also responsible for ensuring grants received from ESFA/DfE have been applied for the purposes intended.

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

Approved by order of the members of the Board on 9/12/2020 and signed on its behalf by:



N Harris  
Head Teacher

## **St Mary's Catholic Primary School (Maltby)**

### **Independent Auditor's Report on the Financial Statements to the Members of St Mary's Catholic Primary School (Maltby)**

#### **Opinion**

We have audited the financial statements of St Mary's Catholic Primary School (Maltby) (the 'Academy') for the year ended 31 August 2020, which comprise the Statement of Financial Activities incorporating Income and Expenditure Account, Balance Sheet, Statement of Cash Flows, 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 and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the Academy trust's affairs at 31 August 2020 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006; and
- have been prepared in accordance with the Charities SORP 2019 and Academies Accounts Direction 2019 to 2020.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Academy 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 Academy'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 (covers the Reference and Administrative Details, the Trustees' Report and Strategic Report and the Governance Statement)**

The Trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report 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.



## **St Mary's Catholic Primary School (Maltby)**

### **Independent Auditor's Report on the Financial Statements to the Members of St Mary's Catholic Primary School (Maltby) (continued)**

#### **Opinion 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 Strategic Report and Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Strategic Report and Trustees' Report have been prepared in accordance with applicable legal requirements.

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

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Strategic Report and Trustees' Report.

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.

#### **Responsibilities of Trustees**

As explained more fully in the Statement of Trustees' Responsibilities [set out on page 21], the Trustees 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 Academy'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 Academy or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's 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 an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these 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 auditor's report.

## **St Mary's Catholic Primary School (Maltby)**

### **Independent Auditor's Report on the Financial Statements to the Members of St Mary's Catholic Primary School (Maltby) (continued)**

#### **Use of our report**

This report is made solely to the Academy's Trustees, 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 Academy's trustees 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 Academy and its Trustees, as a body, for our audit work, for this report, or for the opinions we have formed.

*A. Pickstone*

Alan Pickstone FCCA (Senior Statutory Auditor)  
For and on behalf of Marriott Gibbs Rees Wallis Limited,  
Chartered Certified Accountants and Statutory Auditor

13 - 17 Paradise Square  
Sheffield  
South Yorkshire  
S1 2DE

Date: *9 December 2020*

## **St Mary's Catholic Primary School (Maltby)**

### **Independent Reporting Accountant's Report on Regularity to St Mary's Catholic Primary School (Maltby) and the Education and Skills Funding Agency**

In accordance with the terms of our engagement letter dated 31 August 2019 and further to the requirements of the Education and Skills Funding Agency (ESFA) as included in the Academies Accounts Direction 2019 to 2020, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by St Mary's Catholic Primary School (Maltby) during the period 1 September 2019 to 31 August 2020 have been applied to the purposes identified by Parliament and the financial transactions conform to the authorities which govern them.

This report is made solely to St Mary's Catholic Primary School (Maltby) and the ESFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we may state to St Mary's Catholic Primary School (Maltby) 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 St Mary's Catholic Primary School (Maltby) and the ESFA, for our work, for this report, or for the conclusion we have formed.

#### **Respective responsibilities of the Governing Body's accounting officer and the reporting accountant**

The Accounting Officer is responsible, under the requirements of the Governing Body's funding agreement with the Secretary of State for Education dated 28 June 2013 and the Academies Financial Handbook extant from 1 September 2019, for ensuring that expenditure disbursed and income received is applied for the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

Our responsibilities for this engagement are established in the United Kingdom by our profession's ethical guidance and are to obtain limited assurance and report in accordance with our engagement letter and the requirements of the Academies Accounts Direction 2019 to 2020. We report to you whether anything has come to our attention in carrying out our work which suggests that in all material respects, expenditure disbursed and income received during the year from 1 September 2019 to 31 August 2020 have not been applied to purposes intended by Parliament or that the financial transactions do not conform to the authorities which govern them.

#### **Approach**

We conducted our engagement in accordance with the Academies Accounts Direction 2019 to 2020 issued by ESFA. We performed a limited assurance engagement as defined in our engagement letter.

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

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

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

The work undertaken to draw to our conclusion includes:

- The assessment and evaluation of relevant control procedures adopted by the Academy Trust
- Assessing the risk of material irregularity
- Undertaking limited testing of income and expenditure, including identifying and testing funding agreements in place

**St Mary's Catholic Primary School (Maltby)**

**Independent Reporting Accountant's Report on Regularity to St Mary's Catholic Primary School (Maltby) and the Education and Skills Funding Agency (continued)**

**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 year from 1 September 2019 to 31 August 2020 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

*Marriott Gibbs Rees Wallis Limited*

Marriott Gibbs Rees Wallis Limited  
Chartered Certified Accountants and Reporting Accountant

13 - 17 Paradise Square  
Sheffield  
South Yorkshire  
S1 2DE

Date: *9 December 2020*

**St Mary's Catholic Primary School (Maltby)**

**Statement of Financial Activities for the Year Ended 31 August 2020  
(including Income and Expenditure Account)**

|   | Note | Unrestricted<br>Funds<br>£ | Restricted<br>General<br>Funds<br>£ | Restricted<br>Fixed Asset<br>Funds<br>£ | 2019/20<br>Total<br>£  |
|---|------|----------------------------|-------------------------------------|---|------------------------|
| <b>Income and endowments from:</b>                          |      |                            |                                     |   |                        |
| Donations and capital grants                                | 2    | 30,377                     | 4,384                               | 3,480                                   | 38,241                 |
| <i>Charitable activities:</i>                               |      |                            |                                     |   |                        |
| Funding for the Academy trust's educational operations      | 3    | -                          | 1,016,688                           | -                                       | 1,016,688              |
| Other trading activities                                    | 4    | 5,529                      | 46,741                              | -                                       | 52,270                 |
| Investments   | 5    | 91                         | -                                   | -                                       | 91                     |
| Total   |      | <u>35,997</u>              | <u>1,067,813</u>                    | <u>3,480</u>                            | <u>1,107,290</u>       |
| <b>Expenditure on:</b>                                      |      |                            |                                     |   |                        |
| Raising funds   | 6    | 2,119                      | 554                                 | -                                       | 2,673                  |
| <i>Charitable activities:</i>                               |      |                            |                                     |   |                        |
| Academy trust educational operations                        | 7    | <u>29,849</u>              | <u>1,145,514</u>                    | <u>23,805</u>                           | <u>1,199,168</u>       |
| Total   |      | <u>31,968</u>              | <u>1,146,068</u>                    | <u>23,805</u>                           | <u>1,201,841</u>       |
| Net income/(expenditure)                                    |      | 4,029                      | (78,255)                            | (20,325)                                | (94,551)               |
| Transfers between funds                                     |      | -                          | (32,725)                            | 32,725                                  | -                      |
| <b>Other recognised gains and losses</b>                    |      |                            |                                     |   |                        |
| Actuarial gains/(losses) on defined benefit pension schemes | 22   | <u>-</u>                   | <u>84,000</u>                       | <u>-</u>                                | <u>84,000</u>          |
| Net movement in funds/(deficit)                             |      | 4,029                      | (26,980)                            | 12,400                                  | (10,551)               |
| <b>Reconciliation of funds</b>                              |      |                            |                                     |   |                        |
| Total funds/(deficit) brought forward at 1 September 2019   |      | <u>20,640</u>              | <u>(689,458)</u>                    | <u>579,388</u>                          | <u>(89,430)</u>        |
| Total funds/(deficit) carried forward at 31 August 2020     |      | <u><u>24,669</u></u>       | <u><u>(716,438)</u></u>             | <u><u>591,788</u></u>                   | <u><u>(99,981)</u></u> |

# St Mary's Catholic Primary School (Maltby)

## Statement of Financial Activities for the Year Ended 31 August 2019 (including Income and Expenditure Account)


|   | Note | Unrestricted<br>Funds<br>£ | Restricted<br>General<br>Funds<br>£ | Restricted<br>Fixed Asset<br>Funds<br>£ | 2018/19<br>Total<br>£ |
|---|------|----------------------------|-------------------------------------|---|-----------------------|
| <b>Income and endowments from:</b>                          |      |                            |                                     |   |                       |
| Donations and capital grants                                | 2    | 34,844                     | 9,747                               | (85,863)                                | (41,272)              |
| <i>Charitable activities:</i>                               |      |                            |                                     |   |                       |
| Funding for the Academy trust's educational operations      | 3    | -                          | 983,215                             | -                                       | 983,215               |
| Other trading activities                                    | 4    | 7,551                      | 11,624                              | -                                       | 19,175                |
| Investments   | 5    | 151                        | -                                   | -                                       | 151                   |
| Total   |      | <u>42,546</u>              | <u>1,004,586</u>                    | <u>(85,863)</u>                         | <u>961,269</u>        |
| <b>Expenditure on:</b>                                      |      |                            |                                     |   |                       |
| Raising funds   | 6    | 3,714                      | 690                                 | -                                       | 4,404                 |
| <i>Charitable activities:</i>                               |      |                            |                                     |   |                       |
| Academy trust educational operations                        | 7    | <u>30,442</u>              | <u>1,056,790</u>                    | <u>14,977</u>                           | <u>1,102,209</u>      |
| Total   |      | <u>34,156</u>              | <u>1,057,480</u>                    | <u>14,977</u>                           | <u>1,106,613</u>      |
| Net income/(expenditure)                                    |      | 8,390                      | (52,894)                            | (100,840)                               | (145,344)             |
| Transfers between funds                                     |      | (3,044)                    | (14,236)                            | 17,280                                  | -                     |
| <b>Other recognised gains and losses</b>                    |      |                            |                                     |   |                       |
| Actuarial gains/(losses) on defined benefit pension schemes | 22   | <u>-</u>                   | <u>(272,000)</u>                    | <u>-</u>                                | <u>(272,000)</u>      |
| Net movement in funds/(deficit)                             |      | 5,346                      | (339,130)                           | (83,560)                                | (417,344)             |
| <b>Reconciliation of funds</b>                              |      |                            |                                     |   |                       |
| Total funds/(deficit) brought forward at 1 September 2018   |      | <u>15,294</u>              | <u>(350,328)</u>                    | <u>662,948</u>                          | <u>327,914</u>        |
| Total funds/(deficit) carried forward at 31 August 2019     |      | <u>20,640</u>              | <u>(689,458)</u>                    | <u>579,388</u>                          | <u>(89,430)</u>       |

# St Mary's Catholic Primary School (Maltby)

(Registration number: 08543217)  
Balance Sheet as at 31 August 2020

|  | Note | 2020<br>£        | 2019<br>£        |
|--|------|------------------|------------------|
| <b>Fixed assets</b>                            |      |                  |                  |
| Tangible assets                                | 11   | 590,090          | 581,541          |
| <b>Current assets</b>                          |      |                  |                  |
| Debtors  | 12   | 50,152           | 64,536           |
| Cash at bank and in hand                       |      | <u>195,171</u>   | <u>226,000</u>   |
|  |      | 245,323          | 290,536          |
| Creditors: Amounts falling due within one year | 13   | <u>(142,394)</u> | <u>(141,507)</u> |
| Net current assets                             |      | <u>102,929</u>   | <u>149,029</u>   |
| Total assets less current liabilities          |      | <u>693,019</u>   | <u>730,570</u>   |
| Net assets excluding pension liability         |      | 693,019          | 730,570          |
| Pension scheme liability                       | 22   | <u>(793,000)</u> | <u>(820,000)</u> |
| Net liabilities including pension liability    |      | <u>(99,981)</u>  | <u>(89,430)</u>  |
| <b>Funds of the Academy:</b>                   |      |                  |                  |
| <b>Restricted funds</b>                        |      |                  |                  |
| Restricted general fund                        |      | 76,562           | 130,542          |
| Restricted fixed asset fund                    |      | 591,788          | 579,388          |
| Restricted pension fund                        |      | <u>(793,000)</u> | <u>(820,000)</u> |
|  |      | (124,650)        | (110,070)        |
| <b>Unrestricted funds</b>                      |      |                  |                  |
| Unrestricted general fund                      |      | <u>24,669</u>    | <u>20,640</u>    |
| Total funds                                    |      | <u>(99,981)</u>  | <u>(89,430)</u>  |

The financial statements on pages 27 to 50 were approved by the Trustees, and authorised for issue on 9/12/2020 and signed on their behalf by:

  
N Harris  
Head Teacher

**St Mary's Catholic Primary School (Maltby)**

**Statement of Cash Flows for the Year Ended 31 August 2020**

|   | <b>Note</b> | <b>2020<br/>£</b>     | <b>2019<br/>£</b>     |
|---|-------------|-----------------------|-----------------------|
| <b>Cash flows from operating activities</b>         |             |                       |                       |
| Net cash (used in)/provided by operating activities | 17          | (13,111)              | 73,397                |
| Cash flows from investing activities                | 18          | <u>(17,718)</u>       | <u>(278,078)</u>      |
| Change in cash and cash equivalents in the year     |             | (30,829)              | (204,681)             |
| Cash and cash equivalents at 1 September            |             | <u>226,000</u>        | <u>430,681</u>        |
| Cash and cash equivalents at 31 August              | 19          | <u><u>195,171</u></u> | <u><u>226,000</u></u> |



## **St Mary's Catholic Primary School (Maltby)**

### **Notes to the Financial Statements for the Year Ended 31 August 2020**

#### **1 Accounting policies**

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

##### **Basis of preparation**

The financial statements of the academy trust, which is a public benefit entity under FRS 102, have been prepared under the historical cost convention in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102), the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)), the Academies Accounts Direction 2019 to 2020 issued by ESFA, the Charities Act 2011 and the Companies Act 2006.

##### **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.

##### **Income**

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

##### **Grants**

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 spent on capital projects in line with the terms and conditions of the grant. Capital grants are recognised when there is entitlement and are not deferred over the life of the asset on which they are expended.

##### **Donations**

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

##### **Other income**

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

## **St Mary's Catholic Primary School (Maltby)**

### **Notes to the Financial Statements for the Year Ended 31 August 2020 (continued)**

#### **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'.

##### ***Donated fixed assets***

Where the donated good is a fixed asset it is measured at fair value, unless it is impractical to measure this reliably, in which case the cost of the item to the donor should be used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset category and depreciated over the useful economic life in accordance with the academy trust's accounting policies.

##### ***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.

All resources expended are inclusive of irrecoverable VAT.

##### ***Expenditure on raising funds***

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

##### ***Charitable activities***

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

## St Mary's Catholic Primary School (Maltby)

### Notes to the Financial Statements for the Year Ended 31 August 2020 (continued)

#### 1 Accounting policies (continued)

##### **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. Where there are specific conditions attached to the funding requiring the continued use of the asset, 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 the relevant assets is charged directly to the restricted fixed asset fund in the Statement of Financial Activities. Where tangible fixed assets have been acquired with unrestricted funds, depreciation on such assets is charged to the unrestricted fund.

With the exception of the playing fields held under a 125 year lease from local authority, all of the academy premises consist of land and buildings owned by, or leased by the Diocese of Hallam. The Trustees of the Diocese of Hallam are the providers of the academy on the same basis as when the academy was a maintained school. The academy trust occupies the land and buildings under a mere licence. The continuing permission of the Diocese of Hallam is pursuant to, and subject to, the Diocese's charitable objects, and is part of the Catholic Church's contribution since 1847 to provide state funded education in partnership with the State. The licence delegates aspects of the management of the land and buildings to the academy trust company for the time being, but does not vest and rights over the land in the academy trust company. The Diocese of Hallam has given an undertaking to the Secretary of State that they will not give the academy trust company less than two years notice to terminate the occupation of the land and buildings. Having considered the factual matrix under which the academy trust company is occupying the land and buildings, the governors have concluded that the value of the land and buildings occupied by the academy trust company should not be recognised on the balance sheet of the company.

An amount based upon the rateable value of these land and buildings has been recognised in these accounts within income and expenditure.

Depreciation is provided on all tangible fixed assets other than freehold land and assets under construction, at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life, per the table below. Where an asset comprises of two or more components which have substantially different useful lives, each component is depreciated separately over its useful economic life.

Assets in the course of construction are included at cost. Depreciation on these assets is not charged until they are brought into use and reclassified to freehold or leasehold land and buildings.

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.

##### **Asset class**

Furniture and equipment

Computer equipment

Leasehold land

Building improvements to diocesan property

##### **Depreciation method and rate**

10% on a straight line basis

25% on a straight line basis

Over the life of the 125 year lease

4% on a straight line basis

##### **Liabilities**

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the academy trust anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

## **St Mary's Catholic Primary School (Maltby)**

### **Notes to the Financial Statements for the Year Ended 31 August 2020 (continued)**

#### **1 Accounting policies (continued)**

##### ***Provisions***

Provisions are recognised when the academy trust has an obligation at the reporting date as a result of a past event which it is probable will result in the transfer of economic benefits and the obligation can be estimated reliably.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

##### **Leased assets**

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

##### **Financial Instruments**

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

Financial assets - trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost as detailed in note 12. Prepayments are not financial instruments.

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

Financial liabilities - trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost as detailed in note 13. 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.

##### **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.

## **St Mary's Catholic Primary School (Maltby)**

### **Notes to the Financial Statements for the Year Ended 31 August 2020 (continued)**

#### **1 Accounting policies (continued)**

##### **Pension 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 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 based on 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 net income/(expenditure) 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.

##### **Fund accounting**

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

Restricted fixed asset funds are resources which are to be applied to specific capital purposes imposed by funders where the asset acquired or created is held for a specific purpose.

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

##### **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.

## St Mary's Catholic Primary School (Maltby)

### Notes to the Financial Statements for the Year Ended 31 August 2020 (continued)

#### 1 Accounting policies (continued)

##### *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 22, 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 2020. Any differences between the figures derived from the roll forward approach and a full actuarial valuation would impact on the carrying amount of the pension liability.

##### *Critical areas of judgement*

The main school building is held on a licence from the trustees of The Diocese of Hallam. The governors have assessed the risks and rewards of ownership and in their judgement, and after holding discussions with The Diocese of Hallam, these have not been transferred to the academy trust.

#### 2 Donations and capital grants

|                              | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Restricted<br>fixed asset<br>funds<br>£ | 2019/20<br>Total<br>£ | 2018/19<br>Total<br>£ |
|------------------------------|----------------------------|--------------------------|---|-----------------------|-----------------------|
| Educational trips and visits | -                          | 4,384                    | -                                       | 4,384                 | 9,747                 |
| Capital grants               | -                          | -                        | 3,480                                   | 3,480                 | (85,863)              |
| Other donations              | 30,377                     | -                        | -                                       | 30,377                | 34,844                |
|                              | <u>30,377</u>              | <u>4,384</u>             | <u>3,480</u>                            | <u>38,241</u>         | <u>(41,272)</u>       |

During the prior year, the school completed its projects funded by the Condition Improvement Fund. In order to achieve fair value for money, the school underspent on those projects and the underspend is reflected in the prior year figures above.

## St Mary's Catholic Primary School (Maltby)

### Notes to the Financial Statements for the Year Ended 31 August 2020 (continued)

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

|                                | Restricted<br>funds<br>£ | 2019/20<br>Total<br>£ | 2018/19<br>Total<br>£ |
|--------------------------------|--------------------------|-----------------------|-----------------------|
| <b>DfE/ESFA capital grants</b> |                          |                       |                       |
| Devolved Formula Capital       | 6,192                    | 6,192                 | 15,661                |
| <b>DfE/ESFA revenue grants</b> |                          |                       |                       |
| General Annual Grant (GAG)     | 758,762                  | 758,762               | 779,802               |
| Pupil Premium                  | 81,724                   | 81,724                | 85,602                |
| Universal free school meals    | 20,770                   | 20,770                | 24,917                |
| Other DfE/ESFA revenue grants  | 71,279                   | 71,279                | 27,339                |
|                                | <u>932,535</u>           | <u>932,535</u>        | <u>917,660</u>        |
| <b>Other government grants</b> |                          |                       |                       |
| Early years funding            | 72,586                   | 72,586                | 33,411                |
| SEN Funding                    | 5,375                    | 5,375                 | 16,483                |
|                                | <u>77,961</u>            | <u>77,961</u>         | <u>49,894</u>         |
| Total grants                   | <u>1,016,688</u>         | <u>1,016,688</u>      | <u>983,215</u>        |

#### 4 Other trading activities

|                              | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2019/20<br>Total<br>£ | 2018/19<br>Total<br>£ |
|------------------------------|----------------------------|--------------------------|-----------------------|-----------------------|
| Recharges and reimbursements | -                          | 44,889                   | 44,889                | 10,972                |
| Other sales                  | 5,529                      | 1,852                    | 7,381                 | 8,203                 |
|                              | <u>5,529</u>               | <u>46,741</u>            | <u>52,270</u>         | <u>19,175</u>         |

Recharges and reimbursements include staff absence insurance claims of £43,620 (2018/19 - £4,772)

#### 5 Investment income

|                     | Unrestricted<br>funds<br>£ | 2019/20<br>Total<br>£ | 2018/19<br>Total<br>£ |
|---------------------|----------------------------|-----------------------|-----------------------|
| Short term deposits | 91                         | 91                    | 151                   |

# St Mary's Catholic Primary School (Maltby)

## Notes to the Financial Statements for the Year Ended 31 August 2020 (continued)

### 6 Resources expended

|   | Non Pay Expenditure |                |                | 2019/20          | 2018/19          |
|---|---------------------|----------------|----------------|------------------|------------------|
|   | Staff costs         | Premises       | Other costs    | Total            | Total            |
|   | £                   | £              | £              | £                | £                |
| <b>Expenditure on raising funds</b>     |                     |                |                |                  |                  |
| Direct costs                            | -                   | -              | 2,673          | 2,673            | 4,404            |
| <b>Academy's educational operations</b> |                     |                |                |                  |                  |
| Direct costs                            | 773,971             | -              | 86,592         | 860,563          | 754,874          |
| Allocated support costs                 | 142,394             | 111,334        | 84,877         | 338,605          | 347,335          |
|   | <u>916,365</u>      | <u>111,334</u> | <u>174,142</u> | <u>1,201,841</u> | <u>1,106,613</u> |

### Net income/(expenditure) for the year includes:

|  | 2019/20       | 2018/19       |
|--|---------------|---------------|
|  | £             | £             |
| Fees payable to auditor - audit                | 3,800         | 3,750         |
| Fees payable to auditor - other audit services | 1,900         | 1,800         |
| Other non audit services                       | 5,895         | 6,495         |
| Operating leases - other leases                | 949           | 949           |
| Depreciation                                   | <u>24,176</u> | <u>15,347</u> |

### 7 Charitable activities

|  | 2019/20          | 2018/19          |
|--|------------------|------------------|
|  | £                | £                |
| Direct costs - educational operations  | 860,563          | 754,874          |
| Support costs - educational operations | <u>338,605</u>   | <u>347,335</u>   |
|  | <u>1,199,168</u> | <u>1,102,209</u> |

|                                  | Educational operations | 2019/20        | 2018/19        |
|----------------------------------|------------------------|----------------|----------------|
|                                  | £                      | Total          | Total          |
|                                  |                        | £              | £              |
| <b>Analysis of support costs</b> |                        |                |                |
| Support staff costs              | 142,394                | 142,394        | 162,726        |
| Depreciation                     | 24,176                 | 24,176         | 15,347         |
| Technology costs                 | 16,462                 | 16,462         | 20,528         |
| Premises costs                   | 87,158                 | 87,158         | 82,947         |
| Legal costs - other              | 1,000                  | 1,000          | 540            |
| Other support costs              | 54,612                 | 54,612         | 53,202         |
| Governance costs                 | <u>12,803</u>          | <u>12,803</u>  | <u>12,045</u>  |
| Total support costs              | <u>338,605</u>         | <u>338,605</u> | <u>347,335</u> |



# St Mary's Catholic Primary School (Maltby)

## Notes to the Financial Statements for the Year Ended 31 August 2020 (continued)

### 8 Staff

#### Staff costs

|  | 2019/20<br>£   | 2018/19<br>£      |
|--|----------------|-------------------|
| <b>Staff costs during the year were:</b>   |                |                   |
| Wages and salaries                         | 612,486        | 592,296           |
| Social security costs                      | 49,931         | 43,182            |
| Pension costs                              | 200,587        | 187,378           |
|  | <u>863,004</u> | <u>822,856</u>    |
| Agency staff costs                         | 49,761         | 11,889            |
| Staff restructuring costs                  | 3,600          | -                 |
|  | <u>916,365</u> | <u>834,745</u>    |
|  |                | <b>2020<br/>£</b> |
| <b>Staff restructuring costs comprise:</b> |                |                   |
| Severance payments                         |                | <u>3,600</u>      |

#### Non statutory/non-contractual staff severance payments

Included in staff restructuring costs are non-statutory/non-contractual severance payments totalling £3,600 (2019: £Nil). Individually, the payments were: £3,600.

#### Staff numbers

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

|                              | 2019/20<br>No | 2018/19<br>No |
|------------------------------|---------------|---------------|
| <b>Charitable Activities</b> |               |               |
| Teachers                     | 8             | 7             |
| Administration and support   | 23            | 24            |
| Management                   | 3             | 3             |
|                              | <u>34</u>     | <u>34</u>     |

The key management personnel of the Academy Trust comprise the trustees and the senior management team as listed on page 1. The total amount of employee benefits (including employer pension contributions) received by key management personnel for their services to the Academy Trust was £227,304 (2019 - £228,436).

## **St Mary's Catholic Primary School (Maltby)**

### **Notes to the Financial Statements for the Year Ended 31 August 2020 (continued)**

#### **9 Related party transactions - trustees' remuneration and expenses**

One or more trustees has been paid remuneration or has received other benefits from 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 and other benefits was as follows:

N Harris (Headteacher):

Remuneration: £50,000 - £55,000 (2019 - £55,000 - £60,000)

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

C Malley (Deputy Headteacher):

Remuneration: £50,000 - £55,000 (2019 - £20,000 - £25,000)

Employer's pension contributions: £10,000 - £15,000 (2019 - £0 - £5,000)

F Ozyer-Key (Teaching assistant):

Remuneration: £10,000 - £15,000 (2019 - £10,000 - £15,000)

Employer's pension contributions: £0 - £5,000 (2019 - £0 - £5,000)

M D Moxon (Teaching assistant):

Remuneration: £10,000 - £15,000 (2019 - £10,000 - £15,000)

Employer's pension contributions: £0 - £5,000 (2019 - £0 - £5,000)

M Goodfellow (Teacher):

Remuneration: (2019 - £15,000 - £20,000)

Employer's pension contributions: (2019 - £0 - £5,000)

There were no trustees expenses paid for the year ended 31 August 2020 nor for the year ended 31 August 2019.

Other related party transactions involving the trustees are set out in note 23.

#### **10 Trustees' and officers' insurance**

The academy trust has opted into the Department for Education's risk protection arrangement (RPA), an alternative insurance where UK government funds cover losses that arise. This scheme protects trustees and officers from claims arising from negligent acts, errors or omissions occurring whilst on academy trust business, and provides cover up to £10,000,000. It is not possible to quantify the trustees and officers indemnity element from the overall cost of the RPA scheme membership.

# St Mary's Catholic Primary School (Maltby)

## Notes to the Financial Statements for the Year Ended 31 August 2020 (continued)

### 11 Tangible fixed assets

|                       | Leasehold<br>land and<br>buildings<br>£ | Assets<br>under<br>construction<br>£ | Furniture<br>and<br>equipment<br>£ | Computer<br>equipment<br>£ | Total<br>£ |
|-----------------------|---|--------------------------------------|------------------------------------|----------------------------|------------|
| <b>Cost</b>           |   |                                      |                                    |                            |            |
| At 1 September 2019   | 597,990                                 | -                                    | 15,670                             | 15,990                     | 629,650    |
| Additions             | 9,304                                   | 22,396                               | 1,025                              | -                          | 32,725     |
| At 31 August 2020     | 607,294                                 | 22,396                               | 16,695                             | 15,990                     | 662,375    |
| <b>Depreciation</b>   |   |                                      |                                    |                            |            |
| At 1 September 2019   | 23,188                                  | -                                    | 8,931                              | 15,990                     | 48,109     |
| Charge for the year   | 22,515                                  | -                                    | 1,661                              | -                          | 24,176     |
| At 31 August 2020     | 45,703                                  | -                                    | 10,592                             | 15,990                     | 72,285     |
| <b>Net book value</b> |   |                                      |                                    |                            |            |
| At 31 August 2020     | 561,591                                 | 22,396                               | 6,103                              | -                          | 590,090    |
| At 31 August 2019     | 574,802                                 | -                                    | 6,739                              | -                          | 581,541    |

### 12 Debtors

|                                | 2020<br>£ | 2019<br>£ |
|--------------------------------|-----------|-----------|
| Trade debtors                  | -         | 6,200     |
| Prepayments                    | 6,727     | 12,892    |
| Accrued grant and other income | 36,426    | 36,815    |
| VAT recoverable                | 5,935     | 8,629     |
| Other debtors                  | 1,064     | -         |
|                                | 50,152    | 64,536    |

### 13 Creditors: amounts falling due within one year

|                                    | 2020<br>£ | 2019<br>£ |
|------------------------------------|-----------|-----------|
| Trade creditors                    | 31,213    | 16,342    |
| Other taxation and social security | 11,329    | 11,058    |
| Other creditors                    | 67,578    | 71,332    |
| Pension scheme creditor            | 14,810    | 11,312    |
| Accruals                           | 106       | 12,015    |
| Deferred income                    | 17,358    | 19,448    |
|                                    | 142,394   | 141,507   |

# St Mary's Catholic Primary School (Maltby)

## Notes to the Financial Statements for the Year Ended 31 August 2020 (continued)

### 13 Creditors: amounts falling due within one year (continued)

|  | 2020<br>£       | 2019<br>£       |
|--|-----------------|-----------------|
| <b>Deferred income</b>                 |                 |                 |
| Deferred income at 1 September 2019    | 19,448          | 22,626          |
| Resources deferred in the period       | 17,358          | 19,448          |
| Amounts released from previous periods | <u>(19,448)</u> | <u>(22,626)</u> |
| Deferred income at 31 August 2020      | <u>17,358</u>   | <u>19,448</u>   |

Deferred income relates to devolved formula capital and universal free school meals received in relation to the 2020/21 academic year.

### 14 Funds

|                                     | Balance at<br>1<br>September<br>2019<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Gains,<br>losses<br>and<br>transfers<br>£ | Balance at<br>31 August<br>2020<br>£ |
|-------------------------------------|---|----------------------------|----------------------------|---|--------------------------------------|
| <b>Restricted general funds</b>     |   |                            |                            |   |                                      |
| General                             | 130,542                                   | 979,897                    | (1,001,152)                | (32,725)                                  | 76,562                               |
| Pupil Premium                       | -   | 81,724                     | (81,724)                   | -   | -                                    |
| Devolved Formula Capital            | -   | 6,192                      | (6,192)                    | -   | -                                    |
|                                     | <u>130,542</u>                            | <u>1,067,813</u>           | <u>(1,089,068)</u>         | <u>(32,725)</u>                           | <u>76,562</u>                        |
| <b>Restricted fixed asset funds</b> |   |                            |                            |   |                                      |
| General                             | 52,118                                    | -                          | (1,418)                    | 30,692                                    | 81,392                               |
| DfE/ESFA Capital Grants             | <u>527,270</u>                            | <u>3,480</u>               | <u>(22,387)</u>            | <u>2,033</u>                              | <u>510,396</u>                       |
|                                     | 579,388                                   | 3,480                      | (23,805)                   | 32,725                                    | 591,788                              |
| <b>Restricted pension funds</b>     |   |                            |                            |   |                                      |
| Pension fund                        | <u>(820,000)</u>                          | <u>-</u>                   | <u>(57,000)</u>            | <u>84,000</u>                             | <u>(793,000)</u>                     |
| Total restricted funds              | (110,070)                                 | 1,071,293                  | (1,169,873)                | 84,000                                    | (124,650)                            |
| <b>Unrestricted funds</b>           |   |                            |                            |   |                                      |
| Unrestricted general funds          | <u>20,640</u>                             | <u>35,997</u>              | <u>(31,968)</u>            | <u>-</u>                                  | <u>24,669</u>                        |
| Total funds                         | <u>(89,430)</u>                           | <u>1,107,290</u>           | <u>(1,201,841)</u>         | <u>84,000</u>                             | <u>(99,981)</u>                      |

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

# St Mary's Catholic Primary School (Maltby)

## Notes to the Financial Statements for the Year Ended 31 August 2020 (continued)

### 14 Funds (continued)

|                                     | Balance at<br>1<br>September<br>2018<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Gains,<br>losses<br>and<br>transfers<br>£ | Balance at<br>31 August<br>2019<br>£ |
|-------------------------------------|---|----------------------------|----------------------------|---|--------------------------------------|
| <b>Restricted general funds</b>     |   |                            |                            |   |                                      |
| General                             | 122,672                                   | 903,323                    | (881,217)                  | (14,236)                                  | 130,542                              |
| Pupil Premium                       | -   | 85,602                     | (85,602)                   | -   | -                                    |
| Devolved Formula Capital            | -   | 15,661                     | (15,661)                   | -   | -                                    |
|                                     | <u>122,672</u>                            | <u>1,004,586</u>           | <u>(982,480)</u>           | <u>(14,236)</u>                           | <u>130,542</u>                       |
| <b>Restricted fixed asset funds</b> |   |                            |                            |   |                                      |
| General                             | 53,715                                    | -                          | (1,597)                    | -   | 52,118                               |
| DfE/ESFA Capital Grants             | 609,233                                   | (85,863)                   | (13,380)                   | 17,280                                    | 527,270                              |
|                                     | <u>662,948</u>                            | <u>(85,863)</u>            | <u>(14,977)</u>            | <u>17,280</u>                             | <u>579,388</u>                       |
| <b>Restricted pension funds</b>     |   |                            |                            |   |                                      |
| Pension fund                        | <u>(473,000)</u>                          | -                          | <u>(75,000)</u>            | <u>(272,000)</u>                          | <u>(820,000)</u>                     |
| Total restricted funds              | 312,620                                   | 918,723                    | (1,072,457)                | (268,956)                                 | (110,070)                            |
| <b>Unrestricted funds</b>           |   |                            |                            |   |                                      |
| Unrestricted general funds          | <u>15,294</u>                             | <u>42,546</u>              | <u>(34,156)</u>            | <u>(3,044)</u>                            | <u>20,640</u>                        |
| Total funds                         | <u>327,914</u>                            | <u>961,269</u>             | <u>(1,106,613)</u>         | <u>(272,000)</u>                          | <u>(89,430)</u>                      |

## St Mary's Catholic Primary School (Maltby)

### Notes to the Financial Statements for the Year Ended 31 August 2020 (continued)

#### 14 Funds (continued)

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

**Restricted general funds:**

General fund - Income receivable from the Education and Skills Funding Agency (ESFA) to fund the educational operations and running costs of the Academy.

Pupil premium - Additional funding given to schools so that they can support their disadvantaged pupils and close the attainment gap between them and their peers.

Devolved Formula Capital - A grant that can be used for improvements to buildings or other facilities, including ICT, or capital repairs/ refurbishments.

**Restricted fixed asset funds:**

General fund - Those funds relating to the long term assets of the academy trust used in delivering the objectives of the academy trust.

DfE/ESFA capital grants - Funding provided for capital projects.

**Restricted pension fund:**

Pension fund - The deficit on the local government pension scheme which has been recognised against restricted funds in order to match it against GAG as recommended by the Accounts Direction published by the ESFA.

**Unrestricted funds:**

Unrestricted general funds - Funds which the governing body may use in pursuance of the academy trust's objectives and are expendable at the discretion of the governors.

**Transfers:**

£2,033 was transferred from restricted general funds to the restricted fixed asset fund to cover the shortfall in Condition Improvement Funding for the rewiring project. £30,692 was transferred from restricted general funds to the restricted fixed asset fund to cover fixed assets purchased from GAG.

#### 15 Analysis of net assets between funds

Fund balances at 31 August 2020 are represented by:

|                          | <b>Unrestricted<br/>funds<br/>£</b> | <b>Restricted<br/>general<br/>funds<br/>£</b> | <b>Restricted<br/>fixed asset<br/>funds<br/>£</b> | <b>Total funds<br/>£</b> |
|--------------------------|-------------------------------------|---|---|--------------------------|
| Tangible fixed assets    | -                                   | 1,782   | 588,308   | 590,090                  |
| Current assets           | 24,669                              | 127,520                                       | 93,134  | 245,323                  |
| Current liabilities      | -                                   | (52,740)                                      | (89,654)  | (142,394)                |
| Pension scheme liability | -                                   | (793,000)                                     | -   | (793,000)                |
| <b>Total net assets</b>  | <b>24,669</b>                       | <b>(716,438)</b>                              | <b>591,788</b>                                    | <b>(99,981)</b>          |

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

# **St Mary's Catholic Primary School (Maltby)**

## **Notes to the Financial Statements for the Year Ended 31 August 2020 (continued)**

### **15 Analysis of net assets between funds (continued)**

|                          | <b>Unrestricted<br/>funds<br/>£</b> | <b>Restricted<br/>general<br/>funds<br/>£</b> | <b>Restricted<br/>fixed asset<br/>funds<br/>£</b> | <b>Total funds<br/>£</b> |
|--------------------------|-------------------------------------|---|---|--------------------------|
| Tangible fixed assets    | -                                   | 2,153   | 579,388   | 581,541                  |
| Current assets           | 20,640                              | 191,678                                       | 78,218  | 290,536                  |
| Current liabilities      | -                                   | (63,289)                                      | (78,218)  | (141,507)                |
| Pension scheme liability | -                                   | (820,000)                                     | -   | (820,000)                |
| Total net assets         | <u>20,640</u>                       | <u>(689,458)</u>                              | <u>579,388</u>                                    | <u>(89,430)</u>          |

### **16 Commitments under operating leases**

#### ***Operating leases***

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

|  | <b>2020<br/>£</b> | <b>2019<br/>£</b> |
|--|-------------------|-------------------|
| Amounts due within one year            | 949               | 949               |
| Amounts due between one and five years | <u>710</u>        | <u>1,659</u>      |
|  | <u>1,659</u>      | <u>2,608</u>      |

## St Mary's Catholic Primary School (Maltby)

### Notes to the Financial Statements for the Year Ended 31 August 2020 (continued)

#### 17 Reconciliation of net expenditure to net cash inflow/(outflow) from operating activities

|  | 2019/20<br>£    | 2018/19<br>£  |
|--|-----------------|---------------|
| Net expenditure  | (94,551)        | (145,344)     |
| Depreciation   | 24,176          | 15,347        |
| Capital grants from DfE and other capital income               | (3,480)         | 85,863        |
| Interest receivable  | (91)            | (151)         |
| Defined benefit pension scheme cost less contributions payable | 57,000          | 75,000        |
| Decrease in debtors  | 14,384          | 45,066        |
| Decrease in creditors  | (10,549)        | (2,384)       |
| Net cash (used in)/provided by Operating Activities            | <u>(13,111)</u> | <u>73,397</u> |

#### 18 Cash flows from investing activities

|  | 2019/20<br>£    | 2018/19<br>£     |
|--|-----------------|------------------|
| Dividends, interest and rents from investments | 91              | 151              |
| Purchase of tangible fixed assets              | (17,809)        | (278,229)        |
| Net cash used in investing activities          | <u>(17,718)</u> | <u>(278,078)</u> |

#### 19 Analysis of cash and cash equivalents

|                                 | 2020<br>£      | 2019<br>£      |
|---------------------------------|----------------|----------------|
| Cash at bank and in hand        | 195,171        | 226,000        |
| Total cash and cash equivalents | <u>195,171</u> | <u>226,000</u> |

#### 20 Analysis of changes in net debt

|       | At 1<br>September<br>2019<br>£ | Cash flows<br>£ | At 31 August<br>2020<br>£ |
|-------|--------------------------------|-----------------|---------------------------|
| Cash  | 226,000                        | (30,829)        | 195,171                   |
| Total | <u>226,000</u>                 | <u>(30,829)</u> | <u>195,171</u>            |

#### 21 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 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.



## **St Mary's Catholic Primary School (Maltby)**

### **Notes to the Financial Statements for the Year Ended 31 August 2020 (continued)**

#### **22 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 South Yorkshire Pension Authority. Both are multi-employer defined benefit schemes.

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

Contributions amounting to £14,810 (2019 - £11,312) were payable to the schemes at 31 August and are included within creditors.

#### **Teachers' Pension Scheme**

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

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

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

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

The key elements of the valuation and subsequent consultation are:

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

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

The employer's pension costs paid to TPS in the period amounted to £89,500 (2019 - £59,969).

A copy of the valuation and supporting documentation is on the Teachers' Pension 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.

## St Mary's Catholic Primary School (Maltby)

### Notes to the Financial Statements for the Year Ended 31 August 2020 (continued)

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

##### 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 2020 was £65,000 (2019 - £65,000), of which employer's contributions totalled £52,000 (2019 - £53,000) and employees' contributions totalled £13,000 (2019 - £12,000). The agreed contribution rates for future years are 18.9% per cent for employers and variable according to salary for employees.

As the scheme is in deficit, the trustees have agreed to make an annual contribution of £10,600, in addition to normal funding levels.

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

##### Principal actuarial assumptions

|  | 2020<br>%   | 2019<br>%   |
|--|-------------|-------------|
| Rate of increase in salaries                       | 3.65        | 3.35        |
| Rate of increase for pensions in payment/inflation | 2.50        | 2.20        |
| Discount rate for scheme liabilities               | 1.80        | 1.80        |
| Inflation assumptions (CPI)                        | <u>2.40</u> | <u>2.10</u> |

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

|                              | 2020         | 2019         |
|------------------------------|--------------|--------------|
| <b>Retiring today</b>        |              |              |
| Males retiring today         | 22.40        | 23.10        |
| Females retiring today       | 25.20        | 25.90        |
| <b>Retiring in 20 years</b>  |              |              |
| Males retiring in 20 years   | 23.90        | 25.30        |
| Females retiring in 20 years | <u>27.10</u> | <u>28.30</u> |

##### Sensitivity analysis

|  | 2020<br>£     | 2019<br>£     |
|--|---------------|---------------|
| Discount rate +0.1%                    | (35,000)      | (35,000)      |
| Mortality assumption – 1 year increase | 50,000        | 29,000        |
| CPI rate +0.1%                         | <u>36,000</u> | <u>35,000</u> |

# St Mary's Catholic Primary School (Maltby)

## Notes to the Financial Statements for the Year Ended 31 August 2020 (continued)

### 22 Pension and similar obligations (continued)

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

|                              | 2020<br>£      | 2019<br>£      |
|------------------------------|----------------|----------------|
| Equities                     | 437,000        | 430,000        |
| Government bonds             | 136,000        | 118,000        |
| Other bonds                  | 81,000         | 60,000         |
| Property                     | 78,000         | 72,000         |
| Cash and other liquid assets | 33,000         | 26,000         |
| Other                        | 158,000        | 117,000        |
| Total market value of assets | <u>923,000</u> | <u>823,000</u> |

The actual return on scheme assets was (£1,000) (2019 - £56,000).

### Amounts recognised in the statement of financial activities

|                                     | 2019/20<br>£   | 2018/19<br>£   |
|-------------------------------------|----------------|----------------|
| Current service cost                | 93,000         | 69,000         |
| Past service cost                   | -              | 45,000         |
| Interest income                     | (15,000)       | (21,000)       |
| Interest cost                       | 30,000         | 34,000         |
| Admin expenses                      | 1,000          | 1,000          |
| Total amount recognized in the SOFA | <u>109,000</u> | <u>128,000</u> |

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

|                        | 2019/20<br>£     | 2018/19<br>£     |
|------------------------|------------------|------------------|
| At start of period     | 1,643,000        | 1,184,000        |
| Current service cost   | 93,000           | 69,000           |
| Interest cost          | 30,000           | 34,000           |
| Employee contributions | 13,000           | 12,000           |
| Actuarial (gain)/loss  | (39,000)         | 308,000          |
| Benefits paid          | (24,000)         | (9,000)          |
| Past service cost      | -                | 45,000           |
| At 31 August           | <u>1,716,000</u> | <u>1,643,000</u> |

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

|                                   | 2019/20<br>£   | 2018/19<br>£   |
|-----------------------------------|----------------|----------------|
| At start of period                | 823,000        | 711,000        |
| Interest income                   | 15,000         | 21,000         |
| Actuarial gain/(loss)             | 45,000         | 36,000         |
| Employer contributions            | 52,000         | 53,000         |
| Employee contributions            | 13,000         | 12,000         |
| Benefits paid                     | (24,000)       | (9,000)        |
| Effect of non-routine settlements | (1,000)        | (1,000)        |
| At 31 August                      | <u>923,000</u> | <u>823,000</u> |

## **St Mary's Catholic Primary School (Maltby)**

### **Notes to the Financial Statements for the Year Ended 31 August 2020 (continued)**

#### **23 Related party transactions**

Owing to the nature of the academy trust and the composition of the board of Trustees being drawn from local public and private sector organisations, transactions may take place with organisations in which the trustees have an interest. All transactions involving such organisations are conducted in accordance with the requirements of the Handbook, 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.

During the current and prior year, a close family member of a trustee was employed at the Academy. That person is paid at an appropriate level based on the role and responsibility within the school and in the line with the teachers pay scale.

#### **Expenditure related party transactions**

During the year the academy made the following related party transactions:

##### **Diocese of Hallam Schools' Partnership**

During the year, The Diocese of Hallam Schools' Partnership charged the academy £2,789 (2019 - £3,442) for professional services and subscriptions.

In entering into the transaction, the academy trust has complied with the requirements of the Academies Financial Handbook 2019.

At the balance sheet date the amount due to Diocese of Hallam Schools' Partnership was £Nil (2019 - £Nil).

##### **Diocese of Hallam Trustee**

During the year under review, the Academy had free use of school premises and land owned by the Diocese of Hallam Trustee. The accounts included a notional rent of £29,500 (2019 - £29,500) for the period, which is included in premises costs.

In entering into the transaction, the academy trust has complied with the requirements of the Academies Financial Handbook 2019.

At the balance sheet date the amount due to Diocese of Hallam Trustee was £Nil (2019 - £Nil).

#### **Income related party transactions**

During the year the academy made the following related party transactions:

##### **Diocese of Hallam Trustee**

During the year under review, the Academy had free use of the school premises and land owned by the Diocese of Hallam. The accounts include a notional rent of £29,500 (2019 - £29,500) for the year which is included in other donations income.

**Appendix 1**  
**Terms of Reference**

## GOVERNOR COMMITTEE STRUCTURE AND TERMS OF REFERENCE 2019-2020

|   |
|---|
| <p><b>Full Governing Body</b></p> <p><b>Membership</b><br/> Aden Wass - Chair<br/> Neil Harris<br/> Fiona Ozyer-Key<br/> Sarah Shaw<br/> Chris Orange<br/> Roisin Bergin<br/> Michelle Moxon<br/> Patrick Andrews – Vice Chair<br/> Nicola Smith</p>  |
| <p>The responsibilities listed below <b>cannot</b> be delegated to a committee or individual and <b>must</b> be fulfilled by the governing body:</p> <ul style="list-style-type: none"> <li>▪ To hold at least 3 governing body meetings every school year</li> <li>▪ To determine the dates and times of future meetings of the governing body</li> <li>▪ To determine the governing body's procedures, where the governing body has discretion</li> <li>▪ To elect or remove the Chair and Vice Chair of the governing body</li> <li>▪ To appoint or remove the Clerk to the governing body</li> <li>▪ To determine on an annual basis, the committee structure, constitution, membership and their terms of reference</li> <li>▪ To appoint the chair and clerk to any committee (<i>if not delegated to each committee to decide</i>)</li> <li>▪ To remove the chair and/or clerk to any committee</li> <li>▪ To ensure that the head teacher complies with any duties conferred by the School Teachers' Pay and Conditions document</li> <li>▪ To consider and respond in writing to any serious concerns expressed in writing by the local authority about the performance of the head teacher</li> <li>▪ To establish procedures for the regulation of the conduct and discipline of staff at the school</li> <li>▪ To establish grievance procedures relating to their work at the school by which staff may seek redress</li> <li>▪ To establish procedures for dealing with lack of capability on the part of staff at the school</li> <li>▪ To ensure that at least one person involved in the interviewing of job applicants at the school has been trained in Safer Recruitment techniques</li> <li>▪ To determine the selection panels for the appointment of the head teacher, deputy head teacher and any staff within the Leadership Team</li> <li>▪ To approve the recommendation of the selection panel for the appointment of the head teacher and deputy head teacher</li> <li>▪ To approve the appointment of the clerk to the governing body</li> <li>▪ To determine on an annual basis, the delegation of functions to the chair, an individual governor or the head teacher</li> <li>▪ To receive reports from any committee, the chair, an individual governor or the head teacher on any matter to which it has delegated responsibility</li> <li>▪ To appoint or remove community, parent (where appropriate) and sponsor governors (and associate members where applicable) to the governing body</li> <li>▪ To suspend any governor for a period of up to 6 months</li> <li>▪ To establish and review on an annual basis the Register of Business Interests for all governors and staff at the school</li> <li>▪ To agree any changes to the constitution of the governing body via the Instrument of Government, including any change to the name of the school</li> <li>▪ To approve changes to the school's admissions policy</li> </ul> |

- To consider a proposal to alter or discontinue the school
- To consider a proposal to change the category of the school

The responsibilities listed below **can** be delegated to a committee, however there is an **expectation** that these responsibilities will continue to be fulfilled by the governing body:

- To regularly review and validate the content of the self-evaluation form
- To regularly review and approve any changes to the school's vision, ethos and aims
- To approve any proposed changes to the school's session times
- To determine to offer any additional activities at the school and what form they should take (Extended Services)
- To decide whether to cease providing additional activities (Extended Services) at the school
- To undertake regular self-evaluation of the governing body's effectiveness, and determine priorities for development
- To undertake any training and development considered appropriate

**Pastoral & Resources / Audit Committee (incorporating Finance, Staffing and Premises)**

Aden Wass  
Neil Harris  
Rosin Bergin  
Patrick Andrews  
Nicola Smith  
Chris Orange

- To advertise, short list and interview for all posts which become vacant in the school.
- To bring to the attention of the Full Governing Body if a member of the school staff is working with a class in which their own child is currently being educated.

**Any other business required regarding staffing**

- To ensure the proper and efficient management of all money available to the school, in accordance with the Academies Financial Handbook 2014.
  - To ensure that a financial management policy relating to financial decision-making and administration is produced, defining the respective responsibilities of the governing body, the Finance and Staffing committee, the head teacher and other staff, for approval by the governing body
  - To review the financial management policy on an annual basis and recommend to the governing body any amendments it considers necessary
  - To ensure that the school has written descriptions of all the school's financial systems and procedures in place, and to review these on a regular basis
  - To participate in school self-evaluation activities of financial performance/controls
  - To develop a 3-year strategic financial plan within the context of the school's aims and ethos, and to review this on an annual basis
  - To receive the outcomes of financial audit reviews and report back to Audit on any action taken in response to their findings
  - To determine, on an annual basis, the nature and level of service purchased from local authority, and other providers, service level agreements, as detailed in the annual Portfolio of Services to Schools
  - To ensure value for money in relation to the purchase of any goods and services in accordance with Financial Regulations, as follows:
    - For orders up to £3000, to test the market and obtain the most cost effective deal for the school
    - For orders between £3000 and £20000, obtain oral or written quotations from a minimum of 2 contractors plus in-house Authority contractors where appropriate)
    - For orders between £20000 and £50000, obtain written tenders from a minimum of three suitable contractors.
- save in exceptional circumstances, where it is inappropriate to seek quotations or tenders from 2 or 3 suppliers. Where appropriate the committee will seek the advice of the school's Building Manager or Finance Officer
- To consider annual financial benchmarking information and discuss any issues raised by this
  - To consider, amend if appropriate, and agree the first formal budget plan of the financial year, ensuring that the priorities within the School Development Plan are reflected within the budget
  - To monitor expenditure against the agreed budget by examining budget profile statements on a termly basis, and report any significant anomalies to the governing body
  - To consider and make decisions about pay, following recommendations from the head teacher and appointed governors, as appropriate, in accordance with the schools Performance Management and Pay policy



- To report to the ESfA and the Governing Body on the intended use of any surplus balances
- To monitor changes to the school budget headings made by the head teacher within the limit set by the school's financial management policy (e.g. £1000)
- To consider and, where appropriate, approve changes in excess of the limit available to the head teacher in accordance with the school's financial management policy
- To consider and, where appropriate, approve purchases of items in excess of the limit available to the head teacher in accordance with the school's financial management policy
- To consider, and approve where appropriate, the purchase of any insurance above that provided by the local authority
- To appoint independent auditors for all accounts, and ensure that audits are undertaken on an annual basis
- To receive and approve the audited accounts, the auditor's certificate and a written report on the accounts of all accounts and lodged with Companies House by 31<sup>st</sup> December.
- To review and approve the following policies in accordance with the policy review cycle:
  - Charging and remissions policy (statutory)
  - Annual review of lettings charges\* (statutory)
  - Governors' Allowances policy (statutory, where the governing body determines that legitimate expenses can be reclaimed)
  - Data Protection policy
  - Information Security policy
  - Electronic Communications policy
- To consider and respond, on behalf of the governing body, to any consultation papers that fall within the remit of the committee
- To encourage the attendance of members on relevant governor training courses to increase their knowledge as appropriate;

**NB:**

The terms of reference assume that the governing body has delegated powers to approve the first budget plan to the committee. If the governing body decides not to delegate this power to the committee, the terms of reference will need amending accordingly.

The committee is only responsible for ensuring that voluntary school funds are administered correctly, via the appointment of independent auditors, and ensuring that an annual audit is undertaken and reported to the committee. Decisions on how these voluntary funds are spent rest with the head teacher.

The governing body will need to determine which committee will have responsibility for determining the level of charges that apply when letting the school premises and include a statement in the terms of reference of the relevant committee.

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| <b>Performance and Standards (incorporating Curriculum and Vulnerable Children)</b>  |
| <p>Aden Wass – Chair<br/> Neil Harris<br/> Fiona Ozyer-Key<br/> Chris Orange<br/> Sarah Shaw<br/> Nicola Smith</p>   |
| <ul style="list-style-type: none"> <li>• To overview the implementation of the SDP and to ensure that RE is appropriate for a Catholic School.</li> <li>• To overview the implementation of the Raising Attainment Plan</li> <li>• To ensure the curriculum is broad and balanced and in-line with the 2014 document</li> </ul> <p><b>Remit of the SEN Governor</b><br/> To take a particular interest on behalf of the governing body in the way the school manages its provision for children with special educational needs and to report on this regularly to the governing body.</p> <p><b>The Role of the SEN Governor</b><br/> In carrying out the above remit, the SEN Governor will undertake some or all of the following:</p> <ul style="list-style-type: none"> <li>• Become more informed about relevant documents and legislation, e.g. the Code of Practice on SEN; the school's SEN policy, etc</li> <li>• Liaise with the SENCO in your school to become informed about: <ul style="list-style-type: none"> <li>* Identification procedures for children with special needs</li> <li>* The numbers of children identified as having special education needs</li> <li>* Staffing arrangements for SEN</li> <li>* General curriculum arrangements for all children including those with special needs</li> <li>* How children with special educational needs are ensured access to the curriculum</li> <li>* The use made of the school improvement plan to promote learning and provision for children with special needs</li> <li>* How assessment and recording procedures operate</li> </ul> </li> <li>• Visit classrooms, by arrangement with the headteacher or the SENCO</li> <li>• Monitor on behalf of the governing body where success is achieved and the use of resources</li> <li>• Keep open lines of communication between the SENCO and the governing body</li> <li>• Ensure all parents are kept informed by ensuring the school's SEN policy is published and information is appropriately included in the School Prospectus and the website</li> <li>• To report back to the governing body on a regular basis</li> <li>• Attend training sessions when available, including relevant staff training sessions</li> </ul> |

- Arrange training for the whole governing body when appropriate

#### Report to the Governing Body

The main function of the SEN governors are to keep the governing body informed about the way the school manages its provision for children with special education needs, thereby, ensuring that the governing body fulfils its legal responsibilities.

One way of organising this is to have a regular slot on the agenda of an appropriate committee, or to provide a short report to the governing body each term or once a year. The governing body's SEN policy will need to be reviewed regularly in line with the policy review cycle within the school's improvement plan.

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| <b>Admissions Committee</b>   |
| Neil Harris<br>Aden Wass – Chair<br>Fiona Ozyer-Key   |
| <ul style="list-style-type: none"><li>▪ To undertake an annual review of the school's admissions policy (statutory), to include the admissions criteria, and to submit to the governing body for approval the final draft of the admissions policy (the committee to ensure that the timetable for review of the policy provides adequate time for the annual consultation with the LA as legally required);</li><li>▪ To determine on an annual basis, the admission number for the school;</li><li>▪ To consider and respond if appropriate the views of the governing body on the local authority's admission arrangements;</li><li>▪ To consider admission applications and allocate school places in accordance with the agreed school admissions policy;</li><li>▪ To offer parents their statutory right of appeal to the Admission Appeals Panel in all cases where their preference for the school has not been met.</li></ul> |

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| <b>Performance and Management Committee</b>  |
| Aden Wass – Chair<br>Rosin Bergin  |
| <p><b>Appointment of reviewers for head teachers</b></p> <ul style="list-style-type: none"> <li>• Subject to the following paragraphs of this regulation, the governing body of the school shall be the reviewer for the head teacher.</li> <li>• The governing body may appoint two or three governors to perform the duties imposed upon the reviewer on behalf of the governing body.</li> <li>• No governor who is a teacher or other member of staff at the school may be appointed as a reviewer for the head teacher.</li> <li>• Where the governing body of a school, which has a religious character, appoints two or three governors pursuant to paragraph (2), at least one of them shall be a foundation governor of the school.</li> <li>• Where, pursuant to paragraph (2), the governing body of a voluntary aided school appoints— <ul style="list-style-type: none"> <li>(a) two governors, at least one of them shall be a foundation governor of the school; and</li> <li>(b) three governors, not less than two of them shall be foundation governors of the school.</li> </ul> </li> <li>• Where a head teacher is of the opinion that any of the governors appointed by the governing body under this regulation is unsuitable for professional reasons, he may submit a written request to the governing body for that governor to be replaced, stating those reasons.</li> <li>• Where the governing body is persuaded that that governor is unsuitable, it shall terminate that appointment and appoint another governor in accordance with this regulation.</li> <li>• Where the governing body is not persuaded that that governor is unsuitable, it shall— <ul style="list-style-type: none"> <li>(a) notify the head teacher in writing of its decision, stating its reasons; and</li> <li>(b) upon request, attach the head teacher's request and the notification of its rejection of that request to the statement for that cycle.</li> </ul> </li> <li>• A reviewee may request that any governor appointed under paragraph (2) be replaced once in any cycle.</li> <li>• Where the governing body decides at any time that any of the governors appointed under this regulation is no longer suitable for professional reasons, or is no longer able to perform his duties for any reason, it shall terminate the appointment of that governor and appoint one in accordance with this regulation.</li> </ul> <p>Firstly, it is for the governing body to determine how many governors are involved and to appoint the PM governors. Individual governors can express an interest in being involved but this does not give them an automatic right to be chosen. Once the GB has determined who the PM governors are they cannot be changed unless the GB agrees to do so. We recommend this be reviewed annually.</p> <p>The regulations and guidance to schools/governing bodies clearly states that the two or three governors is a recommendation, but it is a strong recommendation and a governing body would need a good reason for not following the recommendation.</p> |

## Audit Committee

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| <b>Membership</b>  |  |
| <b>Name of Governor/Associate Member</b>   | <b>Date Appointed to the Committee</b> |
| Patrick Andrews  | 16.10.2019                             |
| Neil Harris  | 16.10.2019                             |
| Aden Wass  | 16.10.2019                             |
| Rosin Bergin   | 16.10.2019                             |
| <b>Disqualifications:</b> Any governor or member of staff who has a business or pecuniary interest in an item for discussion or decision at a meeting must declare that interest at the appropriate time, leave the meeting and take no part in that discussion or decision.   |  |
| <b>Chair of the Committee</b> Patrick Andrews  |  |
| <b>Clerk to the Committee</b>  |  |
| <b>Meetings</b>  | At least 3 per year                    |
| <b>Quorum</b>  | Half the membership                    |
| <b>Term of Office</b>  |  |
| Annually – Minimum number of three   |  |
| <b>Term of Reference</b><br>Autumn Term <ul style="list-style-type: none"> <li>Elect a chair of the committee</li> <li>Confirm meeting dates</li> <li>Review the committee membership and plan to fill any vacancies</li> <li>Agree a programme of work to deliver internal scrutiny that provides necessary coverage across the year, using the trust's risk register to inform the programme.</li> <li>Agree who will be responsible for carrying out elements of the programme of work.</li> <li>Review the internal and external audit plan for the forthcoming academic year.</li> <li>Review the trust's summer census returns to ensure they are accurate and compliant with funding criteria.</li> </ul> |  |

- Comment on the annual report and accounts for the previous academic year prior to their finalisation and submission for audit.
- Advise on the content of the governance statement to be presented alongside the finalised accounts

#### **Spring Term**

- Consider reports from those carrying out the programme of work.
- Discuss progress in addressing any recommendations made at the previous meeting or by third parties.
- Discuss the recommendations and outputs of any assurance activities by third parties, including ESFA financial management and governance reviews, funding audits and investigations.
- Review the trust's autumn census returns to ensure they are accurate and compliant with funding criteria.
- Review the trust's land and buildings collection tool (LBCT) to ensure it is compliant with funding criteria.
- Review and consider the annual audited accounts.
- Discuss the implications of the result of the accounting officer's statement of regularity.
- Consider the internal scrutiny report and discuss the progress made against recommendations made regarding enhancing financial and other controls and risk management procedures.

#### **Summer Term**

- Consider reports from those carrying out the programme of work
- Discuss progress in addressing any recommendations made at the previous meeting or by third parties
- Discuss the recommendations and outputs of any assurance activities by third parties, including ESFA financial management and governance reviews, funding audits and investigations
- Review the trust's spring census returns to ensure they are accurate and compliant with funding criteria
- Consider the internal scrutiny report and discuss the progress made against recommendations made regarding enhancing financial and other controls and risk management
- Agree the committee's annual report to the board of trustees and accounting officer
- Re-visit findings from external auditors and review actions in response to audits
- Review and challenge the internal and external audit strategy
- Consider the committee's own effectiveness

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| <b>Date Terms of Reference Originally Agreed by Governing Body</b> | 16.10.19 |
| <b>Date Terms of Reference Last Reviewed by Governing Body</b>     | 16.10.19 |