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(A Company limited by guarantee)

GOVERNORS' REPORT AND ACCOUNTS

YEAR TO 31 AUGUST 2016

haysmacintyre Chartered Accountants Registered Auditors

Company Registered No. 1523990 Charity Registered No. 282940

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GOVERNORS' REPORT

YEAR TO 31 AUGUST 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

INTRODUCTION

Independent Primary and Secondary Education Trust Limited was founded in 1981. The company's only activity since foundation has been running a preparatory school - Warlingham Park School, which opened in 1986.

The trust is a registered charity, number 282940 and a registered company, number 1523990.

GOVERNORS

The Governors who are directors of the company, and charity trustees who served during the year were:

Stuart Sexton (Chairman)
Daryl Neale – appointed 15 June 2016
Miss Yvette Hopley – position ceased 10 June 2015
Peter Jenkins – position ceased 10 June 2015
Colin Thomas – position ceased 13 May 2016

The Governors are appointed at a full Governors' meeting.

ORGANISATION

The Governors determine the general policy of the school, meeting at least three times each year and are advised by the persons and organisation listed above, by an Estates Committee, a Finance and General Purposes Committee, an Academic Committee, and a Marketing Committee.

New Governors are inducted into the workings of the School, and also the Company as a registered charity, including Board Policy and Procedures, at an induction workshop specifically organised for them by the Head and Chairman.

PROFESSIONAL ADVISERS AND KEY PERSONNEL

Headmaster M R Donald

Registered Office Warlingham Park School
Chelsham Common

Warlingham Surrey CR6 9PB

Bankers Barclays Bank Plc

1 North End Croydon

Surrey CR9 1RN

Independent Examiner Kathryn Burton havsmacintyre

26 Red Lion Square

London WC1R 4AG

GOVERNORS' REPORT (Continued)

YEAR TO 31 AUGUST 2016

RISK ASSESSMENT

The major risks to which the charity is exposed, as identified by the Governors, have been reviewed. They are satisfied that adequate procedures are in place to mitigate exposure to these risks, although it is recognised that systems can only provide reasonable, not absolute, assurance.

Risk identified	Action taken to mitigate the risk
Loss of Headmaster	Competent deputy in place
Approaching a deficit	Control of fees, salaries and capital expenditure
Closure of school for physical reasons	Covered by insurance

INDEMNITY INSURANCE

The School obtained Indemnity Insurance for the employees of the charity which includes the Governors from HSBC Insurance Brokers Limited with a limit of £600,000, being part of the overall insurance for public liability. HSBC do not offer a separate Indemnity Insurance, and do not make any charge for such cover within the public liability cover.

OBJECTIVES AND ACTIVITIES

The objects are set out in the Memorandum, providing education with an emphasis upon technology and technological skills.

The overall objective established when the Trust was first registered was, and remains, to establish and run schools both primary and secondary. Such is the long term objective of the Trust.

Pupil numbers are still low. Our objective remains to maintain high standards and to increase pupil numbers to reach 20 pupils per class.

Important to achieving that objective is to retain our highly effective Headmaster, and to employ the best possible teachers. Equally important is to give those teachers the freedom to teach, the Head the freedom to manage, and as far as possible to protect both teachers and Head from the excessive bureaucracy now inflicted upon all schools.

POLICY

Warlingham Park School provides a high quality, all-round education in a child-friendly and supportive environment. Traditional teaching combined with modern technology offers every child the opportunity to discover their individual talents and to achieve full potential.

ACHIEVEMENTS AND PERFORMANCE

A growing shortage of primary school places in the State sector, both Surrey and Croydon, suggest that in the coming year recruitment of pupil numbers should improve.

Our policy remains to increase our efforts to attract more pupils. Such is highly desirable for educational reasons as well as financial.

The improvements to the nursery (2-3 year olds) has produced a welcome increase to the intake to Pre-school (3-5 year olds).

Provision for both before and after school care continues to prove popular.

We have appointed a member of staff to head up the Marketing Committee which, in addition to her, comprises the Headmaster, two Governors and two parents.

The school, through the Headmaster, is now a member of ISA.

We plan to improve our web-site still further and crucially to keep it up to date.

We continue to increase publicity through out-of-school events, including choir performances, inter-school matches, and visits to places of work and museums.

GOVERNORS' REPORT (Continued)

YEAR TO 31 AUGUST 2016

The update of computer provision, including a central server, is now complete. We continue to improve the general appearance of the school premises and grounds.

The average number of pupils was 83 (2015: 92) (excluding the nursery) during the year.

FINANCIAL REVIEW

The net outgoing resources for the year were £20,289 – (2015: Outgoing resources £22,091).

In recent years we have established reasonable reserves and these have been maintained in spite of there being fewer pupils. Our overall numbers have picked up slightly since the year end but we are mindful that our pupil numbers are still too low.

We do not consider any more savings can be made on staffing.

We have made savings on gas and electricity through improved heating and lighting.

Income from the archery club, which pays quarterly, from football clubs and other clubs during holiday time; through occasional letting; and other after school activities adds a welcome small income to the main source, school fees.

INVESTMENT POWERS

These are governed by the Memorandum and Articles which permit funds to be invested as thought fit by the Governors subject to any conditions or sanctions that may be imposed or required by law.

RESERVES POLICY

The Reserves Policy of the School has been based on the School's objectives. Its main features are:

- a) To achieve a margin of working capital sufficient to enable all aspects of the School's work to be conducted in an orderly and efficient manner and to deal with the management of the School's buildings maintenance programme.
- b) To provide resources to fund the School to provide cover for unexpected or unavoidable items of expenditure which cannot be funded from current income.

In order to meet the criteria in (a) to (b) above, the Trustees consider that the minimum targeted level of reserves desired is as follows:

Working capital of £300,000 which represents approximately one half of the average annual expenditure. This should be represented by liquid resources.

The School's current levels of unrestricted reserves are £354,429 (2015: £374,718) of which £278,243 (2015: £288,202) has been applied towards fixed assets. This leaves a surplus of £76,186 (2015: £86,516), whereas the School's policy implies a level of unrestricted reserves of £300,000.

KEY MANAGEMENT PERSONNEL

The trustees consider the board of trustees and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the Charity on a day to day basis. All trustees give of their time freely and no director received remuneration in the year. Details of directors' expenses and related party transactions are disclosed in note 10 to the accounts.

The pay of the Headmaster and Head of Finance and all staff are reviewed annually and normally increased in accordance with average earnings to reflect a cost of living adjustment. In view of the nature of the charity, the Trustees benchmark against pay levels in other charities. The remuneration bench-mark is the mid-point of the range paid for similar roles in similar charities and sizes.

GOVERNORS' REPORT (Continued)

YEAR TO 31 AUGUST 2016

RESOURCES

The School's assets are sufficient to meet its obligations.

PLANS FOR THE FUTURE

The measures contained in our paragraphs on "Performance" and "Financial Review" will continue in the coming years. The increase in the total number of children in this area, and the shortage of State school places, may reflect on more admissions to Warlingham Park School.

We are looking at what further physical improvements to the buildings might be desirable and affordable in the near future.

PUBLIC BENEFIT

The Governors confirm that they have complied with the duties within the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission in determining the activities undertaken by the Charity.

We continue to assist the local community by giving access to the premises, for example for annual general meetings; to the grounds including the local archery club; the children entertaining the elderly at several care homes; and we are a polling station (without closing the school).

GOING CONCERN

The Board of Trustees is of the opinion that the charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties regarding the Trust's ability to do so.

STATEMENT OF GOVERNORS RESPONSIBILITIES

The Governors, as directors of the charitable company, are responsible for preparing the Governors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

So far as each of the directors is aware at the time the report is approved:

- there is no relevant independent examination information of which the company's independent examiner are unaware; and
- the directors have taken all steps that they ought to have taken to make themselves aware of any relevant independent examination information and to establish that the independent examiners are aware of that information.

GOVERNORS' REPORT (Continued)

YEAR TO 31 AUGUST 2016

INDEPENDENT EXAMINERS

haysmacintyre were appointed as independent examiners to the company, in the year.

By Order of the Board on

2017

S. SEXTON Chairman

Warlingham Park School Chelsham Common Warlingham Surrey CR6 9AB

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INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF INDEPENDENT PRIMARY AND SECONDARY EDUCATION TRUST LIMITED

I report on the accounts of the company for the year ended 31 August 2016 which are set out on pages 7 to 15.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and which are consistent with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kathryn Burton haysmacintyre, 26 Red Lion Square London

WC1R 4AG

Date: 20 April 2017

BALANCE SHEET

COMPANY NUMBER. 1523990

AT 31 AUGUST 2016

		20	2016		2015	
	Notes	£	£	£	£	
TANGIBLE FIXED ASSETS	2		278,243		288,202	
CURRENT ASSETS						
Prepayments Fee debtors Bank and cash balances		17,400 15,490 94,370		16,010 16,471 79,643		
CREDITORS - due within one year	3	(51,074)		(25,608)		
NET CURRENT ASSETS			76,186		86,516	
NET ASSETS			£354,429		£374,718	
Represented by:					, , , , , , , , , , , , , , , , , , ,	
UNRESTRICTED FUND			£354,429		£374,718	

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Board on 20 April 2017 and were signed below on its behalf by:

S. SEXTON

The accompanying notes are an integral part of the accounts.

STATEMENT OF FINANCIAL ACTIVITIES

YEAR TO 31 AUGUST 2016

	Notes	2016 £	2015 £
Income from:	rotes	~	<i>∞</i>
Donations and legacies	4	68,306	56,620
Charitable activities	5	575,833 423	602,153 389
Investments Other trading activities		9,174	6,439
		653,736	665,601
Expenditure on:			
Charitable activities	8	674,025	687,692
Total Expenditure		674,025	687,692
Net (Outgoing)/Incoming Resources		(20,289)	(22,091)
Balance brought forward at 1 September 2015		374,718	396,809
Balance carried forward at 31 August 2016		£354,429	£374,718

A summary income and expenditure account has not been prepared because this information is clearly identified above.

The accompanying notes are an integral part of the accounts.

NOTES TO ACCOUNTS

YEAR ENDED 31 AUGUST 2016

1. ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP(FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Independent Primary and Secondary Education Trust Limited meets the definition of a public entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

b) Going Concern

The Board of Trustees is of the opinion that the charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties regarding the Trust's ability to do so.

c) Fees and Similar income

Fees and charges receivable are accounted for in the period in which the service is provided. Fees receivable are stated after deducting allowances and other remissions allowed by the school. Other tuition fees consist of extras charged to pupils.

d) Fixed Assets

Fixed assets are shown on the balance sheet at cost less cumulative depreciation. Current assets are shown at the lower of cost and net realisable value.

Depreciation is provided on freehold buildings of permanent construction and improvements at 2% on cost after exclusion of residual values.

Depreciation is provided on other fixed assets to write off their cost over their estimated useful lives at the following rates:

Motor Vehicle 25% on net book value Furniture 15% on net book value

Electronic and other equipment 20% on cost Garden Equipment 20% on cost

e) Operating Lease Charges

Rental payments under operating leases are charged in the income and expenditure account as they fall due.

f) Pension Costs

The school operates a defined benefit, externally funded multi-employer pension scheme covering certain of its employees. The scheme is accounted for as a defined contribution scheme because the employer is unable to identify its share of the underlying assets and liabilities in the scheme on a consistent and reasonable basis. Contributions are charged against the revenue account as they fall due.

g) Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs relating to that category.

Charitable activity expenditure comprises expenditure directly related to the provision of education.

Governance costs comprise expenditure in dealing with charity matters which include independent examiners remuneration, professional fees and Governors' costs.

NOTES TO ACCOUNTS (Continued)

YEAR ENDED 31 AUGUST 2016

1. ACCOUNTING POLICIES (continued)

h) Cash and cash Equivalents

Cash and cash equivalents includes cash and short term highly liquid investments with short term maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

i) Creditors and Provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

j) Estimates and Judgements

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. Although these estimates are based on the trustee's best knowledge of the amount, events or actions, actual results ultimately differ from these estimates. The trustees do not consider there to be any material estimates and judgements.

k) Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments, including trade and other debtors and creditors are initially recognised at transaction value and subsequently measured at their settlement value.

2.	TANGIBLE FIXED ASSETS	2016 £	2015 £
	Freehold land and buildings and Improvements	268,390	276,091
	Furniture and fixtures	3,475	1,715
	Electronic and other equipment	6,378	9,349
	Motor Vehicle	-	1,047
	Total net book value	£278,243	£288,202

The movement of tangible fixed assets was as follows:

	Freehold land & building improvements £	Furniture & fixtures £	Electronic & other equipment £	Garden equipment £	Motor vehicle £
COST					
At 1 September 2015	385,018	25,692	30,859	13,447	4,945
Additions		6,604	1,951		
At 31 August 2016	385,018	32,296	32,810	13,447	4,945
DEPRECIATION					
At 1 September 2015	108,928	23,977	21,510	13,447	3,898
Charge for the year	7,700	4,844	4,922	-	1,047
At 31 August 2016	116,628	28,821	26,432	13,447	4,945
					
NET BOOK VALUE					
At 31 August 2016	268,390	3,475	6,378	-	
At 31 August 2015	£276,090	£1,715	£9,349	£-	£1,047
				=	

NOTES TO ACCOUNTS (Continued)

YEAR ENDED 31 AUGUST 2016

3.	CREDITORS: DUE WITHIN ONE YEAR	2016 £	2015 £
	Payroll taxes and social security costs Other creditors and accruals	14,618 36,456	7,338 18,270
		£51,074	£25,608
4.	DONATIONS AND LEGACIES	2016 £	2015 £
	Donations Early Years Grant	10,599 57,707	250 56,370
		£68,306	£56,620
5.	CHARITABLE ACTIVITIES	2016 £	2015 £
	School fees (note 6) Other educational and related income (note 7) Other incoming resources	526,469 42,206 7,158	534,092 57,422 10,639
		£575,833	£602,153
6.	FEES	2016 £	2015 £
	Fees receivable consist of:		
	Gross fees Less Allowances	556,855 (30,386)	589,002 (54,910)
	·	£526,469 ———	£534,092
7.	OTHER EDUCATIONAL AND RELATED INCOME	2016 £	2015 £
	School meals	3,612	3,651
	Nursery fees	32,371	37,967
	Registration fees Extras and disbursements	4,500 1,723	2,700 13,104
		£42,206	£57,422

NOTES TO ACCOUNTS (Continued)

YEAR ENDED 31 AUGUST 2016

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8.	CHARITABLE ACTIVITIES	Staff Costs £	Other £	Depreciation £	Total ₤
	School operating costs				
	Teaching costs	404,626	45,719	-	450,345
	Welfare costs	31,923	17,530	-	49,453
	Premises costs	43,788	72,081	-	115,869
	Administrative support of schooling	23,579	8,690	-	32,269
	Depreciation	-	-	18,513	18,513
	Governance costs	-	7,576	-	7,576
		503,916	151,596	18,513	674,025
				2016 £	2015 £
	Governance costs include:			4.150	2.750
	Independent examiners fee Legal and professional fees			4,150 3,426	3,750 3,174
				7,576	6,924
9.	STAFF COSTS AND KEY MANAGEME	ENT PERSONNEL		2016	2015
				£	£
	Salaries, wages and fees			431,202	441,904
	Social security costs			31,874	29,613
	Pension contribution	·		40,840	34,099
				£503,916	£505,616

No employees received emoluments above £60,000 during the year (2015: Nil).

The total employee benefits of the key management personnel were £79,505 (2015: £79,505).

10. GOVERNORS' REMUNERATION AND EXPENSES

The school obtained Indemnity Insurance for the employees of the charity which includes Governors from HSBC Insurance Brokers Limited with a limit of £600,000. The premium was part of the public liability premium and is not separately identified.

The governors received no remuneration and no expense payments in the year (2015: £Nil). The governors can claim mileage expenses when using their cars on school business, however no governors have claimed in the year (2015: £Nil).

Mrs Pat Sexton received £6,877 (2015: £6,877) for welfare and domestic services to the charity. Such payment is not related to the fact that her husband, Stuart Sexton, is a Governor of the Trust.

NOTES TO ACCOUNTS (Continued)

YEAR ENDED 31 AUGUST 2016

11.	EMPLOYEES	2016	2015
	The average weekly number of employees (full time equivalents) during the year was made up as follows:		
	Teachers	18	14
	Others	5	8
		23	22
			===

12. TAXATION

The Company is a registered charity and no tax is payable on its charitable income.

13. PENSION SCHEME

The company operates a defined benefit pension scheme for certain teaching staff. The scheme is administered by the Teachers' Superannuation Scheme. The company's contribution for the year was £40,840 (2015: £34,099). Included in creditors was an amount of £5,254 (2015: £6,122) in respect of contributions payable.

14. TRANSITION TO FRS 102

This is the first year the charity has presented its results under FRS 102. The last financial statements under UK GAAP were 31 August 2015. The date of transition to FRS 102 was 1 September 2014. There were no FRS 102 adjustments required.

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR TO 31 AUGUST 2016

	2016	2015
No. of Pupils Pre School - £1,370 (2015: £1,370)	20	28
Class 1 & 2 - £2,420 (2015: £2,420)	14	17
Class 3 & over - £2,770 (2015: £2,770)	49	47
Class 5 & 6vc1 - 22,770 (2015, 22,770)		
	83	92
		=
Nursery	16	21
	£	£
NCOME General fees	556,855	589,002
Less: Allowances	(30,386)	(54,910)
Less. Allowances	(30,380)	(34,910)
	526,469	534,092
School meals	3,613	3,651
Nursery fees	32,371	37,967
Registration fees	4,500	2,700
Extras and disbursements	1,723	13,104
Bank interest	423	389
Rental income	3,987	3,250
Other income from generated funds	5,186	3,189
Other income – school shop and outings	7,158	10,639
	£585,430	£608,981
EXPENDITURE		
Rates and insurance	25,157	24,249
Guel and light	14,246	16,878
Repairs to premises and grounds	32,678	28,892
Salaries, fees, NI and pensions	503,916	505,616
Books and teaching materials (and printing and advertising)	33,147	47,158
Catering and outings	6,458	11,380
School meals	17,530	18,129
General expenses	7,526 3,426	5,790
Legal and Professional Audit and accountancy	4,150	3,174 3,750
· · · · · · · · · · · · · · · · · · ·	18,513	11,468
Depreciation Bank charges and interest	1,163	1,329
Motor expenses	1,403	1,560
Bad debt expense	4,712	8,319
	£674,025	£687,692
Operating surplus/(deficit)	(88,595)	(78,711)
Donations	10,599	250
Grant	57,707	56,370
Net Incoming Resources	£(20,289)	£(22,091)

CASH FLOW STATEMENT

YEAR TO 31 AUGUST 2016

	Notes	£	2016	£ 20	015 £
Cash flows from operating activities	a.	_	26,099	-	(22,708)
Returns on investment and servicing of finance:					
Interest received Interest paid		42: (1,16:		389 (1,329)	
Capital investment and financial expenditure			(740)		(940)
Purchase of tangible fixed assets		8,55	5 - (8,555)		-
(Decrease)/increase in cash			£16,804		£(23,648)
Note to Statement of Cash Flows		2016		2015	
	£		£	£	£
a. Reconciliation of Net expenditure to Net Cash outflow from Operating Activities					
Net (expenditure) for the year Depreciation Interest receivable Interest payable Decrease/(increase) in debtors Increase/(decrease) in creditors	(20,29 18,51 (42 1,16 1,67 25,46	3 (3) (3) (0)		(22,091) 11,468 (389) 1,329 (2,206) (10,819)	
			26,099		(22,708)
ANALYSIS OF CASH AND FINANCING IN THE I	BALANCE S	HEET			Charren
			2016 £	2015 £	Change in year £
Bank and cash balances (net of overdraft) as at 31 Augu	ıst		£94,370	£77,566	£16,804