Registered number: 06389366 Charity number: 1131001

The Hundred of Hoo Nursery and Kids Club Limited (A company limited by guarantee)

Unaudited

Trustees' report and financial statements

For the year ended 31 August 2018



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Reference and administrative details of the company, its trustees and advisers For the year ended 31 August 2018

Trustees

Mr R J Carter
Mr M E Costello
Mr G P Cottle
Mr S J Marsden (resigned 19 October 2017)
Mr L J McVeigh
Mr R M Robinson
Miss N Khan

Company registered number

06389366

Charity registered number

1131001

Registered office

The Hundred of Hoo Academy Main Road Hoo St Werburgh Rochester Kent ME3 9HH

Company secretary

Mrs R Smith

Accountants

Kreston Reeves LLP Chartered Accountants Montague Place Quayside Chatham Maritime Chatham Kent ME4 4QU

Bankers

NatWest Bank Plc 148 High Street Chatham Kent ME4 4DB

Trustees' report
For the year ended 31 August 2018

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the unaudited financial statements of The Hundred of Hoo Nursery and Kids Club Limited (the company) for the year ended 31 August 2018. The Trustees confirm that the Annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

Structure, governance and management

The company was incorporated on 3 October 2007 (Company Number 06389366). The company is a company Limited by Guarantee and is governed by its Memorandum & Articles of Association. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company. The company registered as a charity on 7 August 2009 (Charity Registration Number 1131001).

Method of appointment or election of Trustees

The management of the company is the responsibility of the Trustees who are elected and co opted under the terms of the Memorandum & Articles of Association.

Objectives and Activities

The principal activity of the charitable company is the operation of a Nursery and Kids Club in Hoo St Werburgh, Rochester, for the purpose of advancement of education. In setting our objectives and planning our activities, the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

Achievements, performance and plans

Service to the Community

The nursery continues to have strong links with its local community and currently offers early education and care to 175 children aged up to 11 years of age from the local area.

The nursery has successfully worked in partnership with the local primary schools to ensure a smooth transition for all children transitioning to school in September. Children left the nursery school ready and prepared for the next stage in their learning pathway.

We have continued to offer support to students from the Hundred of Hoo Academy and from local Colleges to help in guiding them to gain their early years qualification. We have also continued throughout the year to provide work experience placements to various other local schools.

The nursery once again raised funds through all children taking part in a variety of fund raising activities, our most successful event was for the Lennox Children's Cancer Fund which was dear to us as a child in our care was receiving support from them and we held a Christmas jumper day for save the children.

Service to the School

The nursery continued to work in partnership with the school in offering work experience placements to students of the school.

The nursery formed links with the teaching staff to enable library visits for the pre-school children which is where pupils from year 8 read stories to them.

Trustees' report (continued) For the year ended 31 August 2018

Improvements to the setting

The setting has made some significant changes this year including the re-organisation of the baby room and the 2-3 year old room and moving preschool to a new building. The nursery has expanded in numbers by 30% and is successfully running at almost full capacity.

The setting has been working hard to retain the high standard of the learning environment and is aspiring to be Outstanding in all that it does. The setting has purchased resources appropriately to enhance this environment and to promote outcomes for children.

The policies and procedures and risk assessments were again reviewed and improvements made. Safe guarding and child protection remained a high priority within the setting and its policy and procedure is continuously re enforced at staff meetings.

Professional Development

The setting continued to employ three Early Years Professionals to ensure quality of care and education remained outstanding. Two practitioners are being supported to train and gain their level three qualifications within early years and 1 practitioner is being supported to gain Level 5 Childhood studies.

The nursery team of Manager, deputy manager, room leaders and early year's practitioners remains strong and the turnover of staff is low, this ensures that the children receive consistently good high quality care and education.

Financial review

The attached financial statements show the current state of the finances which the Trustees consider to be sound.

Reserves of £98,210 have been accumulated at 31 August 2018, of which: £1,150 are treated as restricted funds; and £97,060 are treated as unrestricted funds.

Reserves policy

As described in the accounting policies the trustees have a policy that a fixed asset fund should be maintained to fund the future depreciation of fixed assets. This fund represents the net book value of fixed assets already purchased, so this fund is not available for spending. Beyond this, the only policy on reserves is that restricted general funds should not fall below zero. The level of such reserves tends to be modest as the charity is run on a not for profit basis. Trustees will keep the policy under review if there should be a material change in financial circumstances.

Trustees' report (continued) For the year ended 31 August 2018

Trustees' responsibilities statement

The Trustees (who are also directors of The Hundred of Hoo Nursery and Kids Club Limited for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

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

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.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on

1/3/2019 and signed on their behalf by:

Mr M E Costello **Trustee**

Independent examiner's report For the year ended 31 August 2018

Independent examiner's report to the Trustees of The Hundred of Hoo Nursery and Kids Club Limited (the 'company')

I report to the charity charity Trustees on my examination of the accounts of the company for the year ended 31 August 2018.

Responsibilities and basis of report

As the charity Trustees of the company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is on of the listed bodies.

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act;
- 2. the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in other to enable a proper understanding of the accounts to be reached.

Signed:

Dated: 4 Mcrch 2019

S Robinson

BA FCA FCIE DChA MCMI

Montague Place Quavside Chatham Maritime Chatham Kent ME4 4QU

Statement of financial activities incorporating income and expenditure account For the year ended 31 August 2018

	Note	Unrestricted funds 2018	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Income from:					
Charitable activities Other trading activities	2	504,817 -	7,684 -	512,501 -	396,095 218
Total income		504,817	7,684	512,501	396,313
Expenditure on:					
Charitable activities	4	461,650	8,436	470,086	394,182
Total expenditure		461,650	8,436	470,086	394,182
Net income before other recognised gains					
and losses		43,167	(752)	42,415	2,131
Net movement in funds		43,167	(752)	42,415	2,131
Reconciliation of funds:					
Total funds brought forward		53,534	2,261	55,795	53,664
Total funds carried forward		96,701	1,509	98,210	55,795

The notes on pages 9 to 19 form part of these financial statements.

The Hundred of Hoo Nursery and Kids Club Limited

(A company limited by guarantee) Registered number: 06389366

Balance sheet

As at 31 August 2018

	Note	£	2018 £	£	2017 £
Fixed assets					
Tangible assets	9		11,109		5,473
Current assets					
Debtors	10	21,044		11,030	
Cash at bank and in hand		108,305		59,990	
	•	129,349	-	71,020	
Creditors: amounts falling due within one year	11	(42,248)		(20,658)	
Net current assets	-		87,101		50,362
Total assets less current liabilities		_	98,210		55,835
Creditors: amounts falling due after more than one year	12	_	-		(40)
Net assets		=	98,210	_	55,795
Charity Funds					
Restricted funds	14		1,509		2,261
Unrestricted funds	14		96,701		53,534
Total funds	·	=	98,210	=	55,795

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustees on 1/3/2019 and signed on their behalf, by:

Mr M E Costello

The notes on pages 9 to 19 form part of these financial statements.

Statement of cash flows For the year ended 31 August 2018

	Note	2018 £	2017 £
Cash flows from operating activities			
Net cash provided by operating activities	16	57,057	12,536
Cash flows from investing activities:			
Purchase of tangible fixed assets		(8,742)	(6,525)
Net cash used in investing activities		(8,742)	(6,525)
Change in cash and cash equivalents in the year		48,315	6,011
Cash and cash equivalents brought forward		59,990	53,979
Cash and cash equivalents carried forward	17	108,305	59,990

The notes on pages 9 to 19 form part of these financial statements.

Notes to the financial statements For the year ended 31 August 2018

1. Accounting policies

1.1 Basis of preparation of financial statements

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 (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Hundred of Hoo Nursery and Kids Club Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Going concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or condition that may cast significant doubt on the ability of the charitable company to continue as a going concern. The Trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

1.3 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Support costs are those costs incurred directly in support of expenditure on the objects of the company.

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

Notes to the financial statements For the year ended 31 August 2018

1. Accounting policies (continued)

1.5 Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised.

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 incorporating income and expenditure account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Improvements to premises Furniture, fixtures and fittings Other equipment Computer equipment

over the term of the lease
15% straight line basis
25% straight line basis
25% straight line basis

1.6 Operating leases

Rentals under operating leases are charged to the Statement of financial activities incorporating income and expenditure account on a straight line basis over the lease term.

1.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.8 Cash at Bank and in hand

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

1.9 Liabilities and provisions

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 company 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. 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.

Notes to the financial statements For the year ended 31 August 2018

1. Accounting policies (continued)

1.10 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.11 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

1.12 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.13 Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The company 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.

Lease commitments

The company has entered into a range of lease commitments in respect of property, plant and equipment. The classification of these leases as either financial or operating leases requires the directors to consider whether the terms and conditions of each lease are such that the company has acquired the risks and rewards associated with the ownership of the underlying assets.

Notes to the financial statements For the year ended 31 August 2018

2. Income from charitable activities

2.	Income from charitable activities				
		Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
	Charitable activities	504,817	7,684	512,501 ———	396,095
	Total 2017	391,772	4,323	396,095	
		Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
	Fees receivable Nursery Vouchers EYPP funding MTSA funding DAF funding	286,017 217,564 - 1,236	3,083 - 4,601	286,017 217,564 3,083 1,236 4,601	257,425 131,191 2,713 3,156 1,610
		504,817	7,684	512,501	396,095
3.	Fundraising income				
		Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
	Other donations	_	<u>-</u>	•	218
	Total 2017	218	-	218	
4.	Analysis of expenditure on charitable	activities			
		Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
	Charitable activities (note 5 and 6)	461,650 ————	8,436	470,086	394,182
	Total 2017	391,827	2,355	394,182	

Notes to the financial statements For the year ended 31 August 2018

5. Direct costs

6.

	Total 2018 £	Total 2017 £
Toys, books, magazines and materials	21,668	21,763
Food and drinks	31,926	25,958
Advertising	1,315	168
Hygiene, cleaning and waste disposal	8,052	7,780
Uniforms and protective clothing	740	558
Subscriptions and software	1,406	596
Training	2,638	643
Insurance	1,836	1,808
Equipment, fixtures and fittings < £500	6,183	3,458
Telephone	854	1,098
Stationery, printing, photocopying and postage	1,047	2,231
Sundry expenses	(38)	349
Accounting and professional fees	6,374	4,332
Bank charges	548	566
Bad debt write off	-	8
Rent	20,001	14,400
EYPP offset expenditure	3,154	186
MTSA	245 407	290
Wages and salaries National insurance	345,487	290,877
	10,459	13,566
Pension cost	2,330	635
Depreciation	3,106	1,052
	469,086	392,322
Total 2017	392,322	
Total 2017		
Support costs		
	Total	Total
	2018	2017
	£	£
Independent examination fees	1,000	1,860
Total 2017	1,860	

Notes to the financial statements For the year ended 31 August 2018

7. Net income/(expenditure)

This is stated after charging:

	2018 £	2017 £
Depreciation of tangible fixed assets: - owned by the charity	3,106	1,052

During the year, no Trustees received any remuneration (2017 - £NIL).

During the year, no Trustees received any benefits in kind (2017 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2017 - £NIL).

8. Staff costs

Staff costs were as follows:

	2018 £	2017 £
Wages and salaries	345,487	290,877
Social security costs	10,459	13,566
Other pension costs	2,330	635
	358,276	305,078
The average number of persons employed by the company du	uring the year was as follows:	
	2018	2017

Average headcount expressed as a full time equivalent:

2018	2017
No.	No.
21	15

No.

25

No.

29

No employee received remuneration amounting to more than £60,000 in either year.

During the financial year the remuneration and benefits received by the Charity's Key Management Personnel amounted to £62,252 including employers national insurance of £5,468 (2017: £60,967 including employers national insurance of £5,427).

Notes to the financial statements For the year ended 31 August 2018

9. Tangible fixed assets

		Improvements to premises £	Furniture, fixtures & fittings £	Computer and other equipment £	Total £
	Cost				
	At 1 September 2017 Additions	17,461 -	13,303 529	2,618 8,213	33,382 8,742
	At 31 August 2018	17,461	13,832	10,831	42,124
	Depreciation				
	At 1 September 2017 Charge for the year	17,461 -	8,381 869	2,067 2,237	27,909 3,106
	At 31 August 2018	17,461	9,250	4,304	31,015
	Net book value				
	At 31 August 2018	<u>-</u>	4,582	6,527	11,109
	At 31 August 2017	-	4,922	551	5,473
10.	Debtors	·		2018	2017
	Due within one year			£	£
	Trade debtors Other debtors Prepayments and accrued income			16,955 3,000 1,089	9,919 53 1,058
				21,044	11,030
11.	Creditors: Amounts falling due within	ı one year			
				2018 £	2017 £
	Trade creditors			3,885	12,783
	Other taxation and social security			4,027	3,609
	Other creditors Accruals and deferred income			2,040 32,296	372 3,894
				42,248	20,658
			 		

Notes to the financial statements For the year ended 31 August 2018

11. Creditors: Amounts falling due within one year (continued)

2,095
30,643
(2,095)
30,643
8 2017
££
40
= =====================================
8 2017
E £
= =====================================
3) (14,583)
201

Financial assets measured at amortised cost comprise trade debtors.

Financial liabilities measured at amortised cost comprise trade creditors and accruals.

Notes to the financial statements For the year ended 31 August 2018

14. Statement of funds

Statement of funds - current year

Statement of funds - current year					
		Balance at 1 September 2017 £	Income £	Expenditure £	Balance at 31 August 2018 £
Designated funds					
Fixed asset fund		5,473		-	5,473
General funds					
General fund		48,061	504,817	(461,650)	91,228
Total Unrestricted funds		53,534	504,817	(461,650)	96,701
Restricted funds					
EYPP DAF		772 1,489	3,083 4,601	(2,705) (5,731)	1,150 359
		2,261	7,684	(8,436)	1,509
Total of funds		55,795	512,501	(470,086)	98,210
Statement of funds - prior year					
	Balance at 1 September 2016 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 August 2017 £
Designated funds					
Fixed asset fund		-	(1,052)	6,525	5,473
General funds					
General fund	55,371	391,990	(390,775)	(6,525)	50,061
Total Unrestricted funds	55,371	391,990	(391,827)		55,534
Restricted funds					
	202	0.740	(2.22.1)		
EYPP DAF	293 -	2,713 1,610	(2,234) (121)	-	772 1,489
	293	4,323	(2,355)	-	2,261
Total of funds	55,664	396,313	(394,182)	-	57,795
					

Notes to the financial statements For the year ended 31 August 2018

15. Analysis of net assets between funds

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £
Tangible fixed assets Current assets Creditors due within one year	11,109 127,840 (42,248)	1,509 -	11,109 129,349 (42,248)
	96,701	1,509	98,210
Analysis of net assets between funds - prior year			
	Unrestricted funds 2017	Restricted funds 2017 £	Total funds 2017 £
Tangible fixed assets Current assets Creditors due within one year Creditors due in more than one year	5,473 68,759 (20,658) (40)	2,261 - -	5,473 71,020 (20,658) (40)
	53,534	2,261	55,795
16. Reconciliation of net movement in funds to net cash flow	from operating	g activities	
	•	2018 £	2017 £
Net income for the year (as per Statement of Financial Activities	es)	42,415	2,131
Adjustment for: Depreciation charges (Increase)/decrease in debtors Increase / (decrease) in creditors		3,106 (10,014) 21,550	1,052 (130) 9,483
Net cash provided by operating activities		57,057	12,536
17. Analysis of cash and cash equivalents	_		
		2018 £	2017 £
Cash in hand		108,305	59,990
Total		108,305	59,990

Notes to the financial statements For the year ended 31 August 2018

18. Pension commitments

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable to the fund and amounted to £2,330 (2017- £635). At the balance sheet date £624 was payable to the fund (2017 - £Nil).

19. Operating lease commitments

At 31 August 2018 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2018 £	2017 £
Amounts payable:		
Within 1 year	20,000	14,400

20. Related party transactions

During the year the company paid rent of £20,001 (2017 - £14,400) to its ultimate parent undertaking, The Williamson Trust, for use of the Nursery premises. In addition there were a number of purchases amounting to £1,562 (2017 - £1,213). £4 was owed from The Williamson Trust at 31 August 2018 (2017 - £2,578 owed to The Williamson Trust).

21. Ultimate parent undertaking

The ultimate parent undertaking is The Williamson Trust. This is an Academy Trust registered with Companies House.