

# Sir Robert Geffery's School

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 August 2017

Registration number: 07700611

## PKF FRANCISCLARK

Chartered accountants & business advisers



# **Sir Robert Geffery's School**

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# Sir Robert Geffery's School

## Reference and Administrative Details

### Members

Sir G J Davies  
Mr H J Charnaud  
Mr J A Oliver  
Mr R C Twallin  
Mrs J Curtis  
Mrs E Cairncross  
Mr R Slade QC (appointed 6 July 2017)

### Governors and Trustees (Directors)

Sir G J Davies, \*  
Mr H J Charnaud, \*  
Mr R C Twallin, \* Chairman  
Mrs J E Curtis, Headteacher  
Rev D Burrows  
Ms A E Feldberg (resigned 31 August 2017)  
Mr G S Gibbens (resigned 31 December 2016)  
Rev M Griffiths \*  
Mr O Hughes  
Mrs R Hughes  
Ms J M Jarvis \*  
Mr A Sutton (resigned 31 August 2017)  
Mr J A Oliver \*  
Mrs E C Cairncross \*  
Dr M A I Davidson  
Mr D Landers (appointed 1 September 2016)  
Mrs A Kellagher (appointed 1 September 2016)  
Mr P Williams (appointed 10 November 2016)  
Mr M Hambly (appointed 13 July 2017)

\* Ironmongers Company Foundation Governor

# Sir Robert Geffery's School

## Reference and Administrative Details (continued)

**Senior Management Team** Mrs J E Curtis, Headteacher  
Mrs R Cunningham, Assistant Head  
Miss K Hawkings, Head of KS1  
Mr G Gibbens (resigned 31 December 2016), Head of KS2  
Miss C Clark, SENCO

**Principal and Registered Office** Sir Robert Geffery's School  
School Road  
Saltash  
Cornwall  
PL12 5EA

**Company Registration Number** 007700611

**Independent Auditors** PKF Francis Clark  
Statutory Auditor  
North Quay House  
Sutton Harbour  
Plymouth  
Devon  
PL4 0RA

**Bankers** HSBC Bank plc  
Higher Market Street  
Looe  
Cornwall  
PL13 1BL  
  
Lloyds TSB Bank plc  
Derry's Cross  
Plymouth  
Devon  
PL1 1EU

**Solicitors** Wolferstans Solicitors  
Deptford Chambers  
60/66 North Hill  
Plymouth  
Devon  
PL4 0RA

# **Sir Robert Geffery's School**

## **Governors' Report for the Year Ended 31 August 2017**

The Governors present their annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 August 2017. The annual report serves the purposes of both a Trustees' report, and a Directors' report under company law.

Sir Robert Geffery's School was founded as the result of a bequest from Sir Robert Geffery, Master of the Worshipful Company of Ironmongers in 1703, and is still under the oversight of the Company which appoints the Academy Trustees and Foundation Governors.

The Academy Trust operates an Academy for pupils aged 4 to 11 serving a catchment area in Landrake and Tideford. It has a pupil capacity of 210 and had a roll of 221 in the school census in January 2017.

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

#### ***Constitution***

The Academy Trust was incorporated on 11th July 2011 and opened as an Academy on 1st August 2011 as a company limited by guarantee and an exempt charity. The charitable company's Memorandum and Articles of Association are the primary governing documents of the Academy Trust.

The Governors act as the Trustees for the charitable activities of Sir Robert Geffery's School, and are also the directors of the charitable company for the purposes of company law. The charitable company is known as Sir Robert Geffery's School.

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Details of the Governors who served throughout the period, except as noted, are included in the Reference and Administration Details on page 1.

#### ***Members' liability***

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

#### ***Trustees' indemnities***

The Academy Trust has opted into the Department for Education's Risk Protection Arrangement (RPA), an alternative to 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 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.

#### ***Principal activities***

The principal activity is to advance free education for the public benefit by establishing, maintaining, carrying on, managing and developing a primary school offering a broad and balanced curriculum.

## **Sir Robert Geffery's School**

### **Governors' Report for the Year Ended 31 August 2017 (continued)**

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

On August 1st 2011 the Trustees appointed all those Governors that served the predecessor school to be Governors of the newly formed Academy. These Governors were appointed on a term of office that would end when their original term at the predecessor school would have ended, thus ensuring a staggered re-election or replacement process.

Governors are appointed for a four year period, except that this time limit does not apply to the Headteacher. Subject to remaining eligible to be a particular type of Governor, any Governor can be re-appointed or re-elected.

The Board of Governors shall have the following members as set out in its Articles of Association and funding agreement:

- Up to fifteen Governors who are appointed by the Members of the Academy Trust.
- Up to one LA Governor if appointed by the Local Authority.
- A minimum of two Parent Governors who are elected by parents of registered pupils at the Academy.
- Any staff Governors, appointed by the members of the Academy Trust, provided that the total number of Governors (including the Principal) who are employees of the Academy Trust does not exceed one third of the total number of Governors.
- The Representative appointed by Truro Diocese.
- The Headteacher who is treated for all purposes as being an ex officio Governor.
- Any additional Governors, if appointed by the Secretary of State where following an inspection by the Chief Inspector in accordance with the Education Act 2005 which amounts to a drop, either from inspection to the next inspection or between any two inspections carried out within a 5 year period.
- Any further Governors appointed by the Secretary of State as he thinks fit if a Special Measures Termination Event occurs in respect of the Academy.

When appointing new Governors, the Board will give consideration to the skills and experience mix of existing Governors in order to ensure that the Board has the necessary skills to contribute fully to the Academy's development.

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

The training and induction provided for new Governors will depend upon their existing experience but would always include a tour of the Academy and a chance to meet staff and pupils. All Governors are provided with copies of policies, procedures, minutes, accounts, budgets, plans and other documents that they will need to undertake their role as Governors. As there are very few new Governors a year, induction tends to be done informally and is tailored specifically to the individual. Advantage is taken of specific courses offered by the Local Authority and other bodies. All Governors complete an annual skills audit and training is organised after the results have been analysed. The skill sets of the governing body are considered when new appointments arise.

# **Sir Robert Geffery's School**

## **Governors' Report for the Year Ended 31 August 2017 (continued)**

### ***Organisational structure***

The Board of Governors normally meets once each term. The Board establishes an overall framework for the governance of the Academy and determines membership, terms of reference and procedures of Committees and other groups. It receives reports including policies from its Committees for ratification. It monitors the activities of the Committees through the minutes of their meetings. The Board may from time to time establish Working Groups to perform specific tasks over a limited timescale.

There are five committees as follows;

- Finance Committee - this meets at least three times a year and is responsible for monitoring, evaluating and reviewing policy and performance in relation to financial management, compliance with reporting and regulatory requirements, receiving reports from the Responsible Officer and drafting the annual budget including setting staffing levels. It also incorporates the role of an audit committee.
- Curriculum Committee - this meets at least once a term to monitor, evaluate and review the Academy School Improvement Plan, policy, practice and performance in relation to curriculum planning, communications, target setting and assessment, examinations and all pastoral issues.
- Pupils and Admissions Committee which meets three times a year to deal with all matters relating to pupils' welfare and admissions.
- Premises Committee meets at least termly and monitors health and safety as well as building updates and development.
- Personnel Committee meets half termly and also takes responsibility for recruitment and staff development.

The following decisions are reserved to the Board of Governors; to consider any proposals for changes to the status or constitution of the Academy and its committee structure, to appoint or remove the Chairman and/or Vice Chairman, to appoint the Headteacher and Clerk to the Governors, to approve the Annual Development Plan and budget.

The Governors are responsible for setting general policy, adopting an annual plan and budget, approving the statutory accounts, monitoring the Academy by the use of budgets and other data, and making major decisions about the direction of the Academy, capital expenditure and staff appointments.

The Trustees and Board of Governors have devolved responsibility for day to day management of the Academy to the Headteacher and Senior Leadership Team (SLT). The Academy has a leadership structure which consists of the Governors, the Senior Leadership Team and Team Leaders. The aim of the leadership structure is to devolve responsibility and encourage involvement in decision making at all levels. The Senior Leadership Team (SLT) consists of the Headteacher, one Assistant Headteacher and two teachers with management responsibilities. The SLT controls the Academy at an executive level, implementing the policies laid down by the Governors and reporting back to them. The Scheme of Delegation, discussed annually, lays out the responsibilities for authorising and overseeing the agreed budgets and expenditure.

The Headteacher is the Accounting Officer.

## **Sir Robert Geffery's School**

### **Governors' Report for the Year Ended 31 August 2017 (continued)**

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

The pay policy is updated in line with the county and national guidance. Performance management reviews are held to ascertain whether targets have been met. Following this recommendations are made to the governing body to make the decisions. Due to the informal partnership between the school and The Federation of St Mellion and St Dominic guidance on Headteacher's pay was given by the County School Improvement Officer. The Governors Pay Committee meet to consider any information given before they recommend to the Finance Committee and Full Governing Body meetings.

#### ***Related parties and other connected charities and organisations***

From 1st September 2015 the Headteacher of Sir Robert Geffery's became the Executive Headteacher of St Mellion and St Dominic Schools as the schools entered an informal management partnership. One fifth of the Headteacher's salary in total is paid by these other two schools.

Sir Robert Geffery's Pre-School runs independently on the school site and pays rent termly to the Academy Trust.

Sir Robert Geffery's School has been designated as a Teaching School and is working closely with Ermington School. Together they are known as the 'Bridging the Tamar Learning Alliance'. This Teaching School works with The Westward Teaching Alliance to provide support in the local area.

The Academy has strong collaborative links with five feeder primary schools which form part of the Saltash Learning Community.

The Academy works in collaboration with other local schools.

There are no related parties which either control or significantly influence the decisions and operations of Sir Robert Geffery's School. There are no sponsors or formal Parent Teacher Associations associated with the Academy.



# **Sir Robert Geffery's School**

## **Governors' Report for the Year Ended 31 August 2017 (continued)**

### **Objectives and activities**

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

The principal object and activity of the charitable company is the operation of Sir Robert Geffery's School to provide free education with a broad and balanced curriculum and care for all pupils of different abilities between the ages of 4 and 11.

At Sir Robert Geffery's School our aim is to provide a living Christian school environment where we strive for each child to develop a passion for learning and a sense of excitement in their own achievement and that of others.

Our vision is that our school will provide its children and staff with:

- Christian values and beliefs that are expressed through a loving, caring and safe environment.
- The ability to think critically, the courage to question injustice, a willingness to take the lead and to look out for others.
- A family atmosphere that encourages a sense of belonging and results in the whole school working as a team.
- A nurturing and growth of both self confidence and self esteem.
- Broad and balanced experiences that prepare for 21st century sustainable living.
- A sense of pride in the school and many opportunities to celebrate effort, success and achievement.
- The promotion of respect for oneself, others and the environment.
- An ability to strive for excellence.
- A lasting love, enthusiasm and zest for learning through experiencing an exciting curriculum.
- A fully inclusive school where each individual is highly valued and encouraged to reach their full potential.
- Opportunities that encourage independence, cooperation, self discipline and an active global perspective.

# **Sir Robert Geffery's School**

## **Governors' Report for the Year Ended 31 August 2017 (continued)**

### ***Objectives, strategies and activities***

Key priorities for the year are contained in our Academy Development Plan which is available from the Academy Office and Website. Improvement focuses identified for this year include:

#### **Priority 1: Achievement and Standards:**

- To raise standards in Reading,
- To raise standards in Writing,
- To raise standards in Maths,
- To raise standards in Science,
- To raise standards in ICT,
- To narrow the gap for Pupil Premium children and others falling behind,
- To embed work on Growth Mindset to provide learning opportunities that encourage active independent learners.

#### **Priority 2 – Quality of Teaching – More Outstanding Teaching, More of the Time**

- To make sure all staff understand what outstanding teaching and learning looks like,
- Further develop the use of coaching as a driver to achieve outstanding teaching and learning,
- To train support staff to be effective at developing independent resilient learners,
- To refine assessment and tracking of pupils in core subjects,
- To develop assessment and tracking in foundation subjects,
- To develop children's role in process,
- To explore different approaches of reporting to parents,
- To make sure home learning is consistent and thoroughly reviewed by teachers,
- To ensure high quality arts provision,
- To promote physical activity through a high quality PE curriculum.

#### **Priority 3: Behaviour and Safety**

- To ensure PHSME scheme has full coverage,
- To review SMCS policy and make sure activities are planned within the new curriculum,
- To review policy promoting positive behaviour while also developing a restorative justice approach to dealing with incidents of poor behaviour, so that children understand the impact their behaviour has on themselves and others.
- To work towards Rights Respecting School Award,
- To further develop Thrive to support emotional well being,
- To make sure all staff are trained to promote positive lunchtimes,
- To timetable coaching sessions for every child in KS2,
- To review Attendance Policy and sustain good attendance,
- To further develop learning behaviours,
- To look at ways of improving safety on school site with parking.

#### **Priority 4: Leadership and Management – To Further Develop Leadership Across all Levels**

- To support SENDCO in achieving the National Award,
- To make sure Governors have knowledge to challenge and support school improvement,
- To work towards MAT formation with other local schools,
- To develop leadership capacity by using grants from the Church of England Foundation,
- To ensure all middle leaders and subject co-ordinators are upskilled and leading development,
- To further develop performance management,
- To improve the school website to reflect current guidance and best practice,
- To update SEF and SIAMS SEF in consultation.

## **Sir Robert Geffery's School**

### **Governors' Report for the Year Ended 31 August 2017 (continued)**

#### **Priority 5: Raise Standards in EYFS**

To complete the development of the Foundation Stage outside area,  
To review Foundation Stage assessments,  
To develop home links with '2 Profile',  
To train apprentices to support learning,  
To further develop literacy writing skills,  
To further develop recording of early maths skills.

#### **Priority 6: Improvement in Building and Grounds**

To make sure all spaces are well used and timetabled,  
To make sure audits of resources are made,  
To put together display policy and rolling programme for change,  
To complete the improvements to outside and storage areas,  
To promote and further develop parking in the road beneath school, and look at the possibility of purchasing a minibus.

#### **Priority 7: Further Development of Christian Ethos and Church Links**

To develop a strong working relationship with the new team vicar,  
To re-introduce family worship each half term,  
To extend work of Parent Support Worker to target support for parents,  
To continue to develop links with the Methodist Church,  
To develop the newsletter by including key Bible verses and sharing our values.

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

The Governors confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the Charity Commissioner's general guidance on public benefit in exercising their powers or duties. They have referred to this guidance when reviewing the Academy's aims and objectives and in planning its future activities.

The Academy aims to advance for the public benefit, education in Landrake and the surrounding area. In particular, but without prejudice to the generality of the foregoing by estimating, maintaining, managing, and developing of other schools and offering a broad curriculum.

The Academy provides facilities for recreational and other leisure time occupation for the community at large in the interests of social welfare and with the interest of improving the life of the said community.

## **Sir Robert Geffery's School**

### **Governors' Report for the Year Ended 31 August 2017 (continued)**

#### **Strategic Report**

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

The Academy has continued to exceed the forecast number of students. The total number of students in the year ended 31 August 2017 was 222. The Academy is full in all year groups and has a waiting list in operation on most classes.

The year six cohort in 2017 achieved particularly well in reading, writing and maths but the levels of progress due to the change in assessments and the curriculum was not as high. The number achieving expected levels in all three however was much higher this year than last (2016 - 53% and in 2017 - 74%). The school has been over floor targets every year.

All classes have more than one teaching assistant in the mornings, which is a valuable addition to the classroom and the school is committed to providing interventions that ensure support is targeted to maximise progress. The Better Reading Project had a very positive impact on standards across the school this year.

All teaching assistants have been trained in coaching and this is used to support pupils across key stage two.

This year the Academy has a Gold School Games award for Physical Education and is now eligible to apply for a platinum award. It was also re-accredited with The Basic Skill's Quality Mark. Sir Robert Geffery's still holds the Green Eco Flag, Arts Mark Gold, International Schools Award, Thinking School Accreditation, and is working towards the Rights Respecting Schools Award.

To ensure that standards are continually assessed, the Academy operates a programme of lesson observations, which are undertaken by the Senior Leadership Team. Continuing professional development for staff has been very successful and this is reflected in the lesson observations made regularly.

The Academy was inspected by OFSTED in June 2012 and was judged to be Outstanding. The SIAMS report was also outstanding in September 2012.

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

The main financial performance indicator is the level of reserves held at the Balance Sheet date and in particular, the management of spending against General Annual Grant (GAG). In the year GAG income exceeded GAG expenditure by some £62k, leaving a GAG balance of £88k at the year end.

Another key financial performance indicator is staffing costs as a percentage of GAG. For 2017 this was 90.4%, compared to 95.7% in 2016.

As funding is based on pupil numbers, this is also a key performance indicator. Pupil numbers for 2016-2017 finished at 222. It is anticipated that this number will remain similar because we are over PAN in many of the key stage two classes due to appeals for places in KS2.

The school continues to be recognized as outstanding and the achievement of pupils continues to be good. The school is a successful teaching school specialising in ITT.

# **Sir Robert Geffery's School**

## **Governors' Report for the Year Ended 31 August 2017 (continued)**

### **Strategic Report**

#### ***Going concern***

After making appropriate enquiries, the Board of Governors 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**

Most of the Academy's income is obtained from the Department for Education (DfE) via the Education and Skills Funding Agency in the form of recurrent grants, the use of which is restricted to particular purposes. The grants received from the DfE during the year ended 31 August 2017 and the associated expenditure are shown as Restricted Funds in the Statement of Financial Activities.

The Academy also receives grants for fixed assets from the DfE and are shown in the Statement of Financial Activities as restricted income in the Fixed Asset Fund. The Restricted Fixed Asset Fund balance is reduced by annual depreciation charges over the useful life of the assets concerned, as defined in the Academy's accounting policies.

During the year ended 31 August 2017, total revenue expenditure of £1,045k was covered by recurrent grant funding from the DfE, together with other incoming resources of £1,078k. The excess of income over expenditure for the year (excluding restricted fixed asset funds) was £33k.

At 31 August 2017 the net book value of fixed assets was £2,535k and movements in tangible fixed assets are shown in note 11 to the financial statements. The assets were used exclusively for providing education and the associated support services to the pupils of the Academy.

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

Whilst the Academy is over-subscribed, risks to revenue funding from a falling roll are small. However, the freeze on the Government's overall education budget, changes in funding arrangements for special educational needs and increasing employment and premises costs mean that budgets will be increasingly tight in coming years.

The Governors examine the financial health formally every term, reviewing performance against budgets and overall expenditure by means of regular update reports at all full Governors' and Finance Committee meetings. The Governors also regularly review cash flow forecasts and ensure sufficient funds are held to cover all known and anticipated commitments.

At the year end, the Academy had no significant liabilities arising from trade creditors or debtors where there would be a significant effect on liquidity.

The Board of Governors recognises that the defined benefit pension scheme deficit (Local Government Pension Scheme), which is set out in Note 20 to the financial statements, represents a significant potential liability. However as the Governors consider that the Academy is able to meet its known annual contribution commitments for the foreseeable future, this risk from this liability is minimised.

# **Sir Robert Geffery's School**

## **Governors' Report for the Year Ended 31 August 2017 (continued)**

### **Strategic Report**

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

The Governors review the reserve levels of the Academy annually. This review encompasses the nature of income and expenditure streams, the need to match income with commitments and the nature of reserves. The Governors take into consideration the future plans of the Academy, the uncertainty over future income streams and other key risks identified during the risk review.

As at the year end the Academy has £308k (2016 - £257k) in the restricted and unrestricted general funds (excluding the pension reserve). The restricted reserves of £108k (2016 - £68k) are comprised of funding streams with some additional restrictions and therefore are not available for any general purpose of the Academy Trust as at 31 August 2017.

The Governors have reviewed the future plans of the Academy and are planning to utilise reserves as follows:

- 1) To ensure that successful interventions can be further extended particularly Thrive and Better Reading Project.
- 2) To meet the costs of the work highlighted in the condition survey undertaken in June 2017.
- 3) To fund the lease of the mini bus over the next five years in order to extend collaboration work with other schools and opportunities for pupils at Sir Robert Geffery's.
- 4) Make sure all resources are available to deliver the new curriculum in relation to the rolling programme.
- 5) To ensure that despite a decrease in GAG funding the level of staffing can be maintained so that it will ensure accelerated progress can be maintained.
- 6) To fund a creative arts space and further develop the outside learning space in the grounds.
- 7) To complete the upgrade of ICT hardware and the training of staff.

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

Governors are committed to ensuring that all funds under their control are managed in such a way as to maximise return whilst minimising risk. Reserves are held in a reputable British bank. Any cash not required for operating expenses is placed on deposit at the most favourable rate available from providers covered by the Financial Services Compensation Scheme. Day to day management of the surplus funds is delegated to the Headteacher and the PFO within strict guidelines approved by the Board of Governors.

## **Sir Robert Geffery's School**

### **Governors' Report for the Year Ended 31 August 2017 (continued)**

#### **Strategic Report**

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

The principal risks and uncertainties facing the Academy are as follows:

**Financial** - the Academy has considerable reliance on continued Government funding through the ESFA. In the last year the vast majority of the Academy's incoming resources were ultimately Government funded and whilst this level is expected to continue, there is no assurance that Government policy or practice will remain the same or that public funding will continue at the same levels or on the same terms.

**Failures in governance and/or management** - the risk in this area arises from potential failure to manage effectively the Academy's finances, internal controls, compliance with regulations and legislation, statutory returns, etc. The Governors will review and ensure that appropriate measures are in place to mitigate these risks.

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

**Safeguarding and child protection** - the Governors continue to ensure that the highest standards are maintained in the areas of selection and monitoring of staff, the operation of child protection policies and procedures, health & safety and discipline.

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

**Fraud and mismanagement of funds** – All finance staff receive training to keep them up to date with financial practice requirements and develop their skills in this area.

The Academy has continued to strengthen its risk management process throughout the year by improving the process and ensuring staff awareness. A risk register is maintained and reviewed and updated on a regular basis.

## **Sir Robert Geffery's School**

### **Governors' Report for the Year Ended 31 August 2017 (continued)**

#### **Strategic Report**

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

The Academy will continue to strive to provide outstanding education and improve the levels of performance of its pupils at all levels. The Academy will continue to aim to attract high quality teachers and support staff in order to deliver its objectives.

The Academy will continue to work with partner schools to improve the educational opportunities for students in the wider community.

Full details of our plans for the future are given in our Academy Improvement Plan, which is available on our website or from the Clerk to the Governors.

We plan to use the new spaces available to reduce teaching groups and still use teaching assistants in each class which will reflect in academic outcomes being improved.

The work of the Teaching School will continue to support school improvement and the training of future teachers

We recognise the need to continue developing relationships with other academies and local schools, in order to benefit from economies of scale in procuring products and services, developing staff and sharing knowledge, skill and expertise. As such, work as a Teaching School will be further developed from September 2017, working closely with partners in Devon and Cornwall. The school has extended its management partnership with the two small schools in South East Cornwall for a further two years and the Head of the School will continue as Executive Headteacher of the other two schools. The Governors are continuing to explore the possibilities offered by joining a MAT.

We aim to continue to raise standards and implement an exciting curriculum but also to maintain high standards by focussing on learning at all levels.

##### **Funds held as Custodian Trustee on behalf of others**

The Academy and its Governors do not act as the Custodian Trustees of any other Charity.

##### **Auditor**

In so far as the Governors are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the governors 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.



## **Sir Robert Geffery's School**

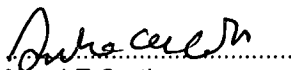
### **Governors' Report for the Year Ended 31 August 2017 (continued)**

#### **Strategic Report**

Governors' Report, incorporating a Strategic Report, was approved by order of the Board of Governors, as the company directors, on 9.11.2017 and signed on its behalf by:



Mr R C Twallin  
Governor and trustee



Mrs J E Curtis  
Governor and trustee

# Sir Robert Geffery's School

## Governance Statement

### Scope of responsibility

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

The Board of Governors has delegated the day-to-day responsibility to Mrs J E Curtis, Headteacher, 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 Sir Robert Geffery's School and the Secretary of State for Education. They are also responsible for reporting to the Board of Governors any material weaknesses or breakdowns in internal control.

### Governance

The information on governance included here supplements that described in the Governors' Report and in the Statement of Governors' Responsibilities. The Board of Governors has formally met 3 times during the year. Attendance during the year at meetings of the Board of Governors was as follows:

Trustee	Meetings attended	Out of a possible
Sir G J Davies	2	3
Mr H J Charnaud	3	3
Ms A E Feldberg	1	3
Ms J M Jarvis *	2	3
Mr R C Twallin	3	3
Mrs J E Curtis	3	3
Rev M Griffiths *	2	3
Rev D Burrows	0	3
Mr G S Gibbens	0	2
Mr O Hughes	1	3
Mrs R Hughes	1	3
Mr A Sutton	0	3
Mr J A Oliver *	3	3
Mr D Landers	3	3
Mrs E C Cairncross *	3	3
Dr M A I Davidson	3	3
Mrs A Kellagher	2	3
Mr P Williams	1	2
Mr M Hambly	1	1

The only changes to the governing body during the year were the resignations of Ms A Feldberg and Mr G Gibbens who were replaced by Mrs A Kellagher, Mr D Landers, Mr P Williams and Mr M Hambly.

## Sir Robert Geffery's School

### Governance Statement (continued)

The Finance Committee is a sub-committee of the main Board of Governors. Its purpose is to monitor, evaluate and review policy and performance in relation to financial management, comply with reporting and regulatory requirements, receive reports from the Responsible Officer and draft the annual budget including setting staffing levels. It also incorporates the role of an audit committee.

Attendance at meetings during the year was as follows:

Trustee	Meetings attended	Out of a possible
Mr H J Charnaud	3	3
Mrs J E Curtis	3	3
Mr R C Twallin	3	3
Mrs E C Cairncross *	3	3
Mr J A Oliver *	2	3
Ms J M Jarvis *	3	3
Mr D Landers	3	3
Mr A Sutton	0	3

#### Governance reviews

The governing body are very self-evaluative and the Chairs of the Committees are all very experienced in their roles. All members are fully committed and benefit from the additional expertise of the members of The Worshipful Company of Ironmongers that sit on the governing body as well as the local Governors who are very active and appointed because of their skills and expertise. The committees are set up annually to maximise the skills set of the members available. During the year areas for development or training needs were discussed and training organised to meet the need. During the past year safeguarding training including child protection and prevention was attended by all Governors. A session was led by measuring impact and school improvement. Individual Governors have also attended other training relevant to their roles i.e. SEN or child protection. The Trust completed the NCSL self-evaluation last Autumn.

As a two school Teaching School there is a joint governance for work in this area and this is overseen by a National Leader of Governance from one of the partner schools.

# **Sir Robert Geffery's School**

## **Governance Statement (continued)**

### **Review of value for money**

As accounting officer the Headteacher 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 Academy Trust's use of its resources has provided good value for money during each academic year, and reports to the Board of Governors where value for money can be improved, including the use of benchmarking data where available. The accounting officer for the Academy Trust has delivered improved value for money during the year by:

#### **(1) Continuing a management partnership with two small schools**

This has resulted in one fifth of the Headteacher's salary being paid by the other schools and best practice being shared across the three schools. The sharing of expertise has proved cost effective and opportunities for staff development have been beneficial for all concerned.

#### **(2) School Grounds Maintenance**

The school service level agreements have been reviewed and all options considered in relation to the specification required. As such by working with other schools a new contractor has been selected saving money but still providing a good service.

#### **(3) School Catering Contract**

In line with changes in Cornwall's tendering arrangements for school dinners, Sir Robert Geffery's worked in partnership with other schools to secure a better deal that would benefit the children, families and school. The group of schools worked together throughout the whole process ensuring better value for money.

#### **(4) Academy Structure**

As a single stand-alone Academy the Governors have been exploring options to formalise collaboration and share expertise. Governors attended workshops and meetings with the Diocese representatives and the local authority to discuss possible partnerships. Meetings continue to be held and options explored as they arise. Advice is taken at all levels so that any decisions made are in order to improve standards and learning for the children at Sir Robert Geffery's School.

### **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 Sir Robert Geffery's School for the year ended 31 August 2017 and up to the date of approval of the annual report and financial statements.

# **Sir Robert Geffery's School**

## **Governance Statement (continued)**

### **Capacity to handle risk**

The Board of Governors has reviewed the key risks to which the Academy Trust is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The Board of Governors 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 ending 31 August 2017 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the Board of Governors.

The Governors monitor closely the financial position and reserves, and consider this position in advance of the purchasing plans for the year ahead. This has ensured that spending is within budget and forward plans are agreed and implemented when there has been any variance. Health and Safety reviews and inspections are carried out annually with recommendations forming an action plan that is implemented immediately. The Academy has comprehensive insurance cover for pupils, staff, Governors, property and assets to ensure the continuation of education provision in any unforeseen circumstances.

### **The risk and control framework**

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

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

The Board of Governors has considered the need for a specific internal audit function and has decided not to appoint an internal auditor. However they have appointed Mr D Landers, a Trustee, to carry out a programme of internal checks.

The reviewers role includes giving advice on financial matters and performing a range of checks on the Academy Trust's financial systems. In particular the checks carried out in the current period included:

- (1) testing of payroll systems.
- (2) testing of purchase systems.
- (3) testing of income systems.
- (4) testing of bank reconciliations.

On a termly basis, the reviewer reports to the Board of Trustees, through the finance committee on the operation of the systems of control and on the discharge of the Board of Trustees' financial responsibilities. Three reports were received during the financial year and no material control issues were identified.

## Sir Robert Geffery's School

### Governance Statement (continued)

#### Review of effectiveness

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

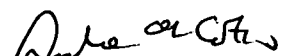
- the work of the external auditor;
- the financial management and governance self assessment process;
- the work of the executive managers within the Academy Trust who have responsibility for the development and maintenance of the internal control framework.

The Accounting Officer has been advised of the implications of the result of their review of the system of internal control by the Finance 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 Board of Governors on 9.11.2017 and signed on its behalf by:



Mr R C Twallin  
Governor and trustee



Mrs J E Curtis  
Accounting officer  
Governor and trustee

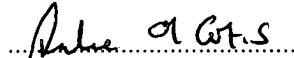
## Sir Robert Geffery's School

### Statement on Regularity, Propriety and Compliance

As Accounting Officer of Sir Robert Geffery's School I have considered my responsibility to notify the Academy Trust Board of Governors and the Education and Skills Funding Agency (ESFA) of material irregularity, impropriety and non-compliance with ESFA terms and conditions of funding, under the funding agreement in place between the Academy Trust and the Secretary of State for Education. As part of my consideration I have had due regard to the requirements of the Academies Financial Handbook 2016.

I confirm that I and the Academy Trust Board of Governors 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 2016.

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

  
.....  
Mrs J E Curtis  
Accounting officer

Date: 1 - 12 - 2017 .....

## Sir Robert Geffery's School

### Statement of Governors' Responsibilities

The Governors (who act as the governors of Sir Robert Geffery's School and are also the directors of the charitable company for the purposes of company law) are responsible for preparing the Governors' Report and the financial statements in accordance with the Annual 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 Governors to prepare financial statements for each financial year. Under company law the Governors 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 Governors are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP 2015 and the Academies Accounts Direction 2016 to 2017;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards [FRS 102] 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 Governors 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 Governors are responsible for ensuring that in its conduct and operation the charitable company applies financial and other controls, which conform with the requirements both of propriety and of good financial management. They are also responsible for ensuring grants received from the ESFA/DfE have been applied for the purposes intended.

The Governors 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 of Governors on 9-11-2017 and signed on its behalf by:



.....  
Mr R C Twallin  
Governor and trustee



# **Sir Robert Geffery's School**

## **Independent Auditor's Report on the Financial Statements to the Members of Sir Robert Geffery's School**

### **Opinion**

We have audited the financial statements of Sir Robert Geffery's School (the 'Academy') for the year ended 31 August 2017, 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's affairs as at 31 August 2017 and of its results for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, the Charities SORP 2015 and the Academies Accounts Direction 2016 to 2017; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **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.

### **Use of our report**

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

### **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 Governors use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Governors 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**

The Governors 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.

## **Sir Robert Geffery's School**

### **Independent Auditor's Report on the Financial Statements to the Members of Sir Robert Geffery's School (continued)**

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.

#### **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 Governors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Strategic Report and Governors' 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 Governors' 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 Governors remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of Governors**

As explained more fully in the Statement of Governors' Responsibilities [set out on page 22], the Governors 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 Governors 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 Governors 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 Governors 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.

## **Sir Robert Geffery's School**

### **Independent Auditor's Report on the Financial Statements to the Members of Sir Robert Geffery's School (continued)**

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.



.....  
Duncan Leslie (Senior Statutory Auditor)  
PKF Francis Clark, Statutory Auditor

North Quay House  
Sutton Harbour  
Plymouth  
Devon  
PL4 0RA

Date: 13/12/17 .....

## **Sir Robert Geffery's School**

### **Independent Reporting Accountant's Report on Regularity to Sir Robert Geffery's School and the Education and Skills Funding Agency**

In accordance with the terms of our engagement letter dated 5 May 2015 and further to the requirements of the Education and Skills Funding Agency (ESFA) as included in the Academies Accounts Direction 2016 to 2017, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by Sir Robert Geffery's School during the period 1 September 2016 to 31 August 2017 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 Sir Robert Geffery's School and the ESFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we may state to Sir Robert Geffery's School and the ESFA those matters we are required to state in a report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Sir Robert Geffery's School 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 Board of Governors' funding agreement with the Secretary of State for Education dated 29 July 2011 and the Academies Financial Handbook extant from 1 September 2016, 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 2016 to 2017. 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 2016 to 31 August 2017 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 2016 to 2017 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:

- Inspection and review of documentation providing evidence of governance procedures
- Evaluation of the system of internal controls for authorisation and approval
- Performing substantive tests on relevant transactions

## **Sir Robert Geffery's School**

### **Independent Reporting Accountant's Report on Regularity to Sir Robert Geffery's School 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 2016 to 31 August 2017 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.



Duncan Leslie  
PKF Francis Clark, Chartered Accountants

North Quay House  
Sutton Harbour  
Plymouth  
Devon  
PL4 0RA

Date: 13/12/17

## Sir Robert Geffery's School

### Statement of Financial Activities for the Year Ended 31 August 2017 (including Income and Expenditure Account)

	Note	Unrestricted Funds £	Restricted General Funds £	Restricted Fixed Asset Funds £	Total 2017 £
<b>Income and endowments from:</b>					
Donations and capital grants	2	-	8,790	45,767	54,557
<i>Charitable activities:</i>					
Funding for the Academy Trust's educational operations	3	36,539	955,185	-	991,724
Teaching schools		-	63,625	-	63,625
Other trading activities	4	13,051	-	-	13,051
Investments	5	967	-	-	967
<b>Total</b>		<b>50,557</b>	<b>1,027,600</b>	<b>45,767</b>	<b>1,123,924</b>
<b>Expenditure on:</b>					
<i>Charitable activities:</i>					
Academy trust educational operations	7	39,028	942,712	91,403	1,073,143
Teaching schools		-	62,795	-	62,795
		<b>39,028</b>	<b>1,005,507</b>	<b>91,403</b>	<b>1,135,938</b>
Net income/(expenditure)		11,529	22,093	(45,636)	(12,014)
Transfers between funds		-	(17,978)	17,978	-
<b>Other recognised gains and losses</b>					
Actuarial gain/(loss) on defined benefit pension schemes	21	-	173,000	-	173,000
Net movement in funds/(deficit)		11,529	177,115	(27,658)	160,986
<b>Reconciliation of funds</b>					
Total funds/(deficit) brought forward at 1 September 2016		189,303	(269,501)	2,562,442	2,482,244
Total funds/(deficit) carried forward at 31 August 2017		<b>200,832</b>	<b>(92,386)</b>	<b>2,534,784</b>	<b>2,643,230</b>

## Sir Robert Geffery's School

### Statement of Financial Activities for the Year Ended 31 August 2016 (including Income and Expenditure Account)

	Note	Unrestricted Funds £	Restricted General Funds £	Restricted Fixed Asset Funds £	Total 2016 £
<b>Income and endowments from:</b>					
Donations and capital grants	2	147	18,323	6,508	24,978
<i>Charitable activities:</i>					
Funding for the Academy Trust's educational operations	3	81,812	983,363	-	1,065,175
Teaching schools		-	83,500	-	83,500
Other trading activities	4	20,981	-	-	20,981
Investments	5	1,063	-	-	1,063
<b>Total</b>		<b>104,003</b>	<b>1,085,186</b>	<b>6,508</b>	<b>1,195,697</b>
<b>Expenditure on:</b>					
<i>Charitable activities:</i>					
Academy trust educational operations	7	83,915	919,714	90,201	1,093,830
Teaching schools		-	83,500	-	83,500
		<b>83,915</b>	<b>1,003,214</b>	<b>90,201</b>	<b>1,177,330</b>
Net income/(expenditure)		20,088	81,972	(83,693)	18,367
Transfers between funds		(18,914)	(104,521)	123,435	-
<b>Other recognised gains and losses</b>					
Actuarial gain/(loss) on defined benefit pension schemes	21	-	(175,000)	-	(175,000)
Net movement in funds/(deficit)		1,174	(197,549)	39,742	(156,633)
<b>Reconciliation of funds</b>					
Total funds/(deficit) brought forward at 1 September 2015		188,129	(71,952)	2,522,700	2,638,877
Total funds/(deficit) carried forward at 31 August 2016		<b>189,303</b>	<b>(269,501)</b>	<b>2,562,442</b>	<b>2,482,244</b>

# Sir Robert Geffery's School

(Registration number: 07700611)  
Balance Sheet as at 31 August 2017

	Note	2017 £	2016 £
<b>Fixed assets</b>			
Tangible assets	11	2,534,784	2,562,442
<b>Current assets</b>			
Debtors	12	46,127	28,059
Cash at bank and in hand		<u>295,911</u>	<u>276,636</u>
		342,038	304,695
Creditors: Amounts falling due within one year	13	<u>(33,592)</u>	<u>(47,893)</u>
Net current assets		<u>308,446</u>	<u>256,802</u>
Total assets less current liabilities		<u>2,843,230</u>	<u>2,819,244</u>
Net assets excluding pension liability		2,843,230	2,819,244
Defined benefit pension scheme liability	21	<u>(200,000)</u>	<u>(337,000)</u>
Total assets		<u><u>2,643,230</u></u>	<u><u>2,482,244</u></u>
<b>Funds of the Academy:</b>			
<b>Restricted funds</b>			
Restricted general fund		107,614	67,499
Restricted fixed asset fund		2,534,784	2,562,442
Restricted pension fund		<u>(200,000)</u>	<u>(337,000)</u>
		2,442,398	2,292,941
<b>Unrestricted funds</b>			
Unrestricted general fund		<u>200,832</u>	<u>189,303</u>
Total funds		<u><u>2,643,230</u></u>	<u><u>2,482,244</u></u>

The financial statements on pages 28 to 53 were approved by the Governors, and authorised for issue on 9.11.2017 and signed on their behalf by:



Mr R C Twallin  
Governor and trustee



## Sir Robert Geffery's School

### Statement of Cash Flows for the Year Ended 31 August 2017

	Note	2017 £	2016 £
<b>Cash flows from operating activities</b>			
Net cash provided by operating activities	17	36,286	76,778
Cash flows from investing activities	18	<u>(17,011)</u>	<u>(122,393)</u>
Change in cash and cash equivalents in the year		19,275	(45,615)
Cash and cash equivalents at 1 September		<u>276,636</u>	<u>322,251</u>
Cash and cash equivalents at 31 August	19	<u>295,911</u>	<u>276,636</u>

# **Sir Robert Geffery's School**

## **Notes to the Financial Statements for the Year Ended 31 August 2017**

### **1 Accounting policies**

#### **Statement of 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 2016 to 2017 issued by ESFA, the Charities Act 2011 and the Companies Act 2006.

Sir Robert Geffery's School meets the definition of a public benefit entity under FRS 102.

#### **Going concern**

The Governors 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 Governors make this assessment in respect of a period of one year from the date of approval of the financial statements. The Governors 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 recognised when there is entitlement and are not deferred over the life of the asset on which they are expended.

# **Sir Robert Geffery's School**

## **Notes to the Financial Statements for the Year Ended 31 August 2017 (continued)**

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

#### ***Sponsorship income***

Sponsorship income provided to the Academy Trust which amounts to a donation is recognised in the Statement of Financial Activities in the period in which it is receivable, where the receipt is probable and it can be measured reliably.

#### ***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.

#### ***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.

# Sir Robert Geffery's School

## Notes to the Financial Statements for the Year Ended 31 August 2017 (continued)

### 1 Accounting policies (continued)

#### Tangible fixed assets

Assets costing £500 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.

Depreciation is provided on all tangible fixed assets other than freehold land, at rates calculated to write off the cost of each asset over its expected useful lives, per the table below.

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

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

Asset class	Depreciation method and rate
Leasehold buildings	2% reducing balance
Furniture and equipment	20% reducing balance
Computer equipment	33% reducing balance

#### 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.

#### 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.

# **Sir Robert Geffery's School**

## **Notes to the Financial Statements for the Year Ended 31 August 2017 (continued)**

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

#### **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 notes 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.

# **Sir Robert Geffery's School**

## **Notes to the Financial Statements for the Year Ended 31 August 2017 (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 and the assets are held separately from those of the Academy Trust. The TPS is an unfunded scheme and contributions are calculated so as to spread the cost of pensions over employees' working lives with the Academy Trust in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary on the basis of quadrennial valuations using a prospective unit credit method. As stated in the notes to the financial statements, the TPS is a multi-employer scheme and there is insufficient information available to use defined benefit accounting. The TPS is therefore 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 scheme and the assets are held separately from those of the Academy Trust in separate trustee administered funds. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit credit method and discounted at a rate equivalent to the current rate of return on a high quality corporate bond of equivalent term and currency to the liabilities. The actuarial valuations are obtained at least triennially and are updated at each balance sheet date. The amounts charged to operating surplus are the current service costs and the costs of scheme introductions, benefit changes, settlements and curtailments. They are included as part of staff costs as incurred. Net interest on the net defined benefit liability/asset is also recognised in the Statement of Financial Activities and comprises the interest cost on the defined benefit obligation and interest income on the scheme assets, calculated by multiplying the fair value of the scheme assets at the beginning of the period by the rate used to discount the benefit obligations. The difference between the interest income on the scheme assets and the actual return on the scheme assets is recognised in other recognised gains and losses.

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

#### **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 Governors.

Restricted fixed asset funds are resources which are to be applied to specific capital purposes imposed by the 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 Education and Skills Funding Agency/Department for Education.

#### **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.

## **Sir Robert Geffery's School**

### **Notes to the Financial Statements for the Year Ended 31 August 2017 (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 21, 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 2017. 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.

# Sir Robert Geffery's School

## Notes to the Financial Statements for the Year Ended 31 August 2017 (continued)

### 2 Donations and capital grants

	Restricted funds £	Restricted fixed asset funds £	Total 2017 £	Total 2016 £
Capital grants	-	45,767	45,767	6,508
Other donations	8,790	-	8,790	18,470
	<u>8,790</u>	<u>45,767</u>	<u>54,557</u>	<u>24,978</u>

### 3 Funding for Academy's educational operations

	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
<b>DfE/ESFA revenue grants</b>				
General Annual Grant (GAG)	-	787,331	787,331	807,132
Other DfE/ESFA grants	-	118,032	118,032	123,527
	-	905,363	905,363	930,659
<b>Other government grants</b>				
Local Authority grants	-	5,268	5,268	7,919
<b>Non-government grants and other income</b>				
Other income	36,539	44,554	81,093	126,597
Total grants	<u>36,539</u>	<u>955,185</u>	<u>991,724</u>	<u>1,065,175</u>

### 4 Other trading activities

	Unrestricted funds £	Total 2017 £	Total 2016 £
Hire of facilities	5,825	5,825	5,738
Other income	7,226	7,226	15,243
	<u>13,051</u>	<u>13,051</u>	<u>20,981</u>



# Sir Robert Geffery's School

## Notes to the Financial Statements for the Year Ended 31 August 2017 (continued)

### 5 Investment income

	Unrestricted funds £	Total 2017 £	Total 2016 £
Short term deposits	967	967	1,063

### 6 Expenditure

	Staff costs £	Premises £	Non Pay Expenditure Other costs £	Total 2017 £	Total 2016 £
<b>Academy's educational operations</b>					
Direct costs	590,813	91,403	131,544	813,760	864,208
Allocated support costs	124,775	50,250	84,358	259,383	229,622
Teaching School	24,180	-	38,615	62,795	83,500
	<u>739,768</u>	<u>141,653</u>	<u>254,517</u>	<u>1,135,938</u>	<u>1,177,330</u>

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

	2017 £	2016 £
Operating lease rentals	3,264	-
Fees payable to auditor - audit	5,000	5,000
- other audit services	<u>4,450</u>	<u>1,765</u>

# Sir Robert Geffery's School

## Notes to the Financial Statements for the Year Ended 31 August 2017 (continued)

### 7 Charitable activities

		<b>Total 2017 £</b>	<b>Total 2016 £</b>
<b>Direct costs - educational operations</b>		813,760	864,208
<b>Support costs - educational operations</b>		<u>259,383</u>	<u>229,622</u>
		<u>1,073,143</u>	<u>1,093,830</u>
	<b>Educational operations £</b>	<b>Total 2017 £</b>	<b>Total 2016 £</b>
<b>Analysis of support costs</b>			
Support staff costs	124,775	124,775	102,710
Technology costs	11,973	11,973	6,611
Premises costs	50,250	50,250	52,681
Other support costs	63,675	63,675	60,545
Governance costs	<u>8,710</u>	<u>8,710</u>	<u>7,075</u>
<b>Total support costs</b>	<u>259,383</u>	<u>259,383</u>	<u>229,622</u>

Within direct costs £39,029 (2015: £55,415) of the expenditure is unrestricted and £774,731 (2016: £808,793) restricted. All support cost expenditure of £223,383 (2016: £229,622) is restricted.

# Sir Robert Geffery's School

## Notes to the Financial Statements for the Year Ended 31 August 2017 (continued)

### 8 Staff

#### Staff costs

	2017 £	2016 £
<b>Staff costs during the year were:</b>		
Wages and salaries	579,201	624,841
Social security costs	37,280	35,518
Operating costs of defined benefit pension schemes	118,311	105,965
	<u>734,792</u>	<u>766,324</u>
Supply teacher costs	4,976	6,493
	<u>739,768</u>	<u>772,817</u>

#### Staff numbers

The average number of persons (including senior management team) employed by the Academy Trust during the year expressed as headcount was as follows:

	2017 No	2016 No
<b>Charitable Activities</b>		
Teachers	10	13
Administration and support	29	30
Management	1	1
	<u>40</u>	<u>44</u>

#### Higher paid staff

The number of employees whose emoluments exceeded £60,000 was:

	2017 No	2016 No
£60,001 - £70,000	<u>1</u>	<u>1</u>

The key management personnel of the Academy Trust comprise the Governors 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 £253,567 (2016: £253,041).

## **Sir Robert Geffery's School**

### **Notes to the Financial Statements for the Year Ended 31 August 2017 (continued)**

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

One or more Governors has been paid remuneration or has received other benefits from an employment with the Academy Trust. The principal and other staff Governors 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 Governors. The value of Governors' remuneration and other benefits was as follows:

Mrs J E Curtis (Principal and governor):

Remuneration: £65,000 - £70,000 (2016 - £65,000 - £70,000)

Employer's pension contributions: £10,000 - £15,000 (2016 - £10,000 - £15,000)

Mr G S Gibbens (Staff governor):

Remuneration: £10,000 - £15,000 (2016 - £35,000 - £40,000)

Employer's pension contributions: £0 - £5,000 (2016 - £5,000 - £10,000)

Mr M Hambly (Staff governor):

Remuneration: £0 - £5,000 (2016 - £Nil)

Employer's pension contributions: £0 - £5,000 (2016 - £Nil)

During the year ended 31 August 2017, travel and subsistence expenses totalling £107 (2016 - £174) were reimbursed or paid directly to 1 Governors (2016 - 1).

Other related party transactions involving the Governors are set out in note 22.

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

The Academy Trust has opted into the Department for Education's risk protection arrangement (RPA), an alternative to insurance where UK government funds cover losses that arise. This scheme protects Governors and officers from claims arising from negligent acts, errors or omissions occurring whilst on academy 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.

# Sir Robert Geffery's School

## Notes to the Financial Statements for the Year Ended 31 August 2017 (continued)

### 11 Tangible fixed assets

	Leasehold land and buildings £	Furniture and equipment £	Computer equipment £	Total £
<b>Cost</b>				
At 1 September 2016	2,548,684	272,660	88,638	2,909,982
Additions	-	14,691	49,054	63,745
At 31 August 2017	<u>2,548,684</u>	<u>287,351</u>	<u>137,692</u>	<u>2,973,727</u>
<b>Depreciation</b>				
At 1 September 2016	177,693	112,345	57,502	347,540
Charge for the year	<u>39,770</u>	<u>33,046</u>	<u>18,587</u>	<u>91,403</u>
At 31 August 2017	<u>217,463</u>	<u>145,391</u>	<u>76,089</u>	<u>438,943</u>
<b>Net book value</b>				
At 31 August 2017	<u>2,331,221</u>	<u>141,960</u>	<u>61,603</u>	<u>2,534,784</u>
At 31 August 2016	<u>2,370,991</u>	<u>160,315</u>	<u>31,136</u>	<u>2,562,442</u>

### 12 Debtors

	2017 £	2016 £
Other debtors	8,580	-
Prepayments	14,357	9,832
Accrued grant and other income	12,410	10,558
VAT recoverable	<u>10,780</u>	<u>7,669</u>
	<u>46,127</u>	<u>28,059</u>

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

	2017 £	2016 £
Accruals	9,535	23,835
Deferred income	<u>24,057</u>	<u>24,058</u>
	<u>33,592</u>	<u>47,893</u>

## Sir Robert Geffery's School

### Notes to the Financial Statements for the Year Ended 31 August 2017 (continued)

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

	2017 £
<b>Deferred income</b>	
Deferred income at 1 September 2016	24,058
Resources deferred in the period	24,057
Amounts released from previous periods	<u>(24,058)</u>
Deferred income at 31 August 2017	<u>24,057</u>

The deferred income balance represents money received in advance for school trips and funding for Universal Infant Free School Meals (UIFSM). The trip income will be recognised in full when the trip takes place. The UIFSM will be recognised in full in the 2017/18 year.

# Sir Robert Geffery's School

## Notes to the Financial Statements for the Year Ended 31 August 2017 (continued)

### 14 Funds

	Balance at 1 September 2016 £	Incoming resources £	Resources expended £	Gains, losses and transfers £	Balance at 31 August 2017 £
<b>Restricted general funds</b>					
General Annual Grant (GAG)	-	787,331	(725,215)	25,909	88,025
LA and other restricted funds	<u>67,499</u>	<u>240,269</u>	<u>(244,292)</u>	<u>(43,887)</u>	<u>19,589</u>
	<u>67,499</u>	<u>1,027,600</u>	<u>(969,507)</u>	<u>(17,978)</u>	<u>107,614</u>
<b>Restricted fixed asset funds</b>					
Assets transferred from the LA	1,973,853	-	(36,771)	-	1,937,082
DfE/ESFA capital grants	-	11,686	-	(11,686)	-
Other capital funding	-	34,081	-	(34,081)	-
Assets purchased since conversion	<u>588,589</u>	<u>-</u>	<u>(54,632)</u>	<u>63,745</u>	<u>597,702</u>
	<u>2,562,442</u>	<u>45,767</u>	<u>(91,403)</u>	<u>17,978</u>	<u>2,534,784</u>
<b>Restricted pension funds</b>					
Pension reserve	<u>(337,000)</u>	<u>-</u>	<u>(36,000)</u>	<u>173,000</u>	<u>(200,000)</u>
Total restricted funds	2,292,941	1,073,367	(1,096,910)	173,000	2,442,398
<b>Unrestricted funds</b>					
Unrestricted general funds	<u>189,303</u>	<u>50,557</u>	<u>(39,028)</u>	<u>-</u>	<u>200,832</u>
Total funds	<u>2,482,244</u>	<u>1,123,924</u>	<u>(1,135,938)</u>	<u>173,000</u>	<u>2,643,230</u>

## **Sir Robert Geffery's School**

### **Notes to the Financial Statements for the Year Ended 31 August 2017 (continued)**

#### **14 Funds (continued)**

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

- (1) The General Annual Grant (GAG) must be used for the general costs of the Academy.
- (2) LA and other restricted funds. Includes Teaching School, Pupil Premium, Universal Infant Free School Meals and educational visits.
- (3) Restricted fixed asset funds are funded by the DfE for expenditure on new capital assets.
- (4) Unrestricted funds are generated by provision of music tuition, letting of facilities and unrestricted donations received. These funds may be applied to any charitable objective of the academy.

During the financial year the Academy realised that £44,000 of staff expenditure which was funded by the Teaching School Core grant and a Schools Direct grant in the accounts for the year ended 31/08/15 was incorrectly allocated against the GAG restricted fund. This has been corrected in the above note by transferring £44,000 from the Teaching School and Schools Direct restricted funds (included in LA and other restricted funds above) to the GAG restricted fund.

There has been a £17,978 transfer from GAG to the fixed asset fund in the year to part fund the purchase of the new IT equipment.



# Sir Robert Geffery's School

## Notes to the Financial Statements for the Year Ended 31 August 2017 (continued)

### 15 Analysis of net assets between funds

Fund balances at 31 August 2017 are represented by:

	Restricted general funds £	Restricted fixed asset funds £	Total funds £
Tangible fixed assets	-	2,534,784	2,534,784
Current assets	200,832	141,206	342,038
Current liabilities	-	(33,592)	(33,592)
Pension scheme liability	-	(200,000)	(200,000)
Total net assets	<u>200,832</u>	<u>2,442,398</u>	<u>2,643,230</u>

### 16 Financial commitments

#### Operating leases

At 31 August 2017 the total of the Academy Trust's future minimum lease payments under non-cancellable operating leases was:

	2017 £	2016 £
Amounts due within one year	4,896	-
Amounts due between one and five years	<u>16,728</u>	<u>-</u>
	<u>21,624</u>	<u>-</u>

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

	2017 £	2016 £
Net (expenditure)/income	(12,014)	18,367
Depreciation	91,403	90,201
Capital grants from DfE and other capital income	(45,767)	(6,486)
Interest receivable	(967)	(1,063)
Defined benefit pension scheme cost less contributions payable	28,000	10,000
Defined benefit pension scheme finance cost	8,000	6,000
(Increase)/decrease in debtors	(18,068)	49,098
Decrease in creditors	<u>(14,301)</u>	<u>(89,339)</u>
Net cash provided by Operating Activities	<u>36,286</u>	<u>76,778</u>

## Sir Robert Geffery's School

### Notes to the Financial Statements for the Year Ended 31 August 2017 (continued)

#### 18 Capital expenditure and financial investment

	2017 £	2016 £
Dividends, interest and rents from investments	967	1,063
Purchase of tangible fixed assets	(63,745)	(129,943)
Capital grants from DfE/ESFA	11,686	6,486
Capital funding received from sponsors and others	<u>34,081</u>	<u>-</u>
Net cash used in investing activities	<u>(17,011)</u>	<u>(122,394)</u>

#### 19 Analysis of cash and cash equivalents

	At 31 August 2017 £	At 31 August 2016 £
Cash at bank and in hand	<u>295,911</u>	<u>276,636</u>
Total cash and cash equivalents	<u>295,911</u>	<u>276,636</u>

## **Sir Robert Geffery's School**

### **Notes to the Financial Statements for the Year Ended 31 August 2017 (continued)**

#### **20 Members' liability**

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

#### **21 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 Cornwall Council. Both are multi-employer defined benefit schemes.

The latest actuarial valuation of the TPS related to the period ended 31 March 2012 and of the LGPS 31 March 2016.

There were no outstanding or prepaid contributions at either the beginning or the end of the financial year.

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

##### **Introduction**

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pensions Regulations (2010) and, from 1 April 2014, by the Teachers' Pension Scheme Regulations 2014. Membership is automatic for full-time teachers in academies and, from 1 January 2007, automatic for teachers in part-time employment following appointment or a change of contract, although they are able to opt out.

The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis - these contributions along with those made by employers 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. 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 2012 and in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014. The valuation report was published by the Department for Education on 9 June 2014.

## **Sir Robert Geffery's School**

### **Notes to the Financial Statements for the Year Ended 31 August 2017 (continued)**

#### **21 Pension and similar obligations (continued)**

The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 16.48% of pensionable pay (including a 0.08% employer administration charge (currently 14.1%))
- total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £191,500 million, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £176,600 million giving a notional past service deficit of £14,900 million
- an employer cost cap of 10.9% of pensionable pay will be applied to future valuations
- the assumed real rate of return is 3.0% in excess of prices and 2% in excess of earnings. The rate of real earnings growth is assumed to be 2.75%. The assumed nominal rate of return is 5.06%.

During the previous year the employer contribution rate was 14.1%. The TPS valuation for 2012 determined an employer rate of 16.4%, which was payable from September 2015. The next valuation of the TPS is currently underway based on April 2016 data, whereupon the employer contribution rate is expected to be reassessed and will be payable from 1 April 2019.

The employer's pension costs paid to TPS in the period amounted to £50,100 (2016: £59,277).

A copy of the valuation report and supporting documentation is on the Teachers' Pensions website.

Under the definitions set out in Financial Reporting Standard 102 (FRS 102), the TPS is a 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.

#### **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 2017 was £50,000 (2016 - £50,000), of which employer's contributions totalled £40,000 (2016 - £40,000) and employees' contributions totalled £10,000 (2016 - £10,000). The agreed contribution rates for future years are 14.3% per cent for employers and 5.5 - 12.5% per cent for employees.

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

# Sir Robert Geffery's School

## Notes to the Financial Statements for the Year Ended 31 August 2017 (continued)

### 21 Pension and similar obligations (continued)

#### Principal actuarial assumptions

	At 31 August 2017 %	At 31 August 2016 %
Rate of increase in salaries	2.50	4.10
Rate of increase for pensions in payment/inflation	2.40	2.10
Discount rate for scheme liabilities	<u>2.50</u>	<u>2.10</u>

#### Sensitivity analysis

	At 31 August 2017 £	At 31 August 2016 £
0.5% decrease in the Real Discount Rate	90,000	109,000
0.5% increase in the Salary Increase Rate	18,000	41,000
0.5% increase in the Pension Increase Rate	<u>70,000</u>	<u>64,000</u>

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

	At 31 August 2017	At 31 August 2016
<b>Retiring today</b>		
Males retiring today	22.10	22.20
Females retiring today	24.50	24.40
<b>Retiring in 20 years</b>		
Males retiring in 20 years	24.00	24.40
Females retiring in 20 years	<u>26.40</u>	<u>26.80</u>

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

	At 31 August 2017 £	At 31 August 2016 £
Equities	235,000	223,000
Other bonds	215,000	200,000
Property	35,000	32,000
Other	<u>16,000</u>	<u>9,000</u>
Total market value of assets	<u>501,000</u>	<u>464,000</u>
Surplus in the scheme	<u>501,000</u>	<u>464,000</u>

The actual return on scheme assets was £31,000 (2016 - £15,000).

# Sir Robert Geffery's School

## Notes to the Financial Statements for the Year Ended 31 August 2017 (continued)

### 21 Pension and similar obligations (continued)

#### Amounts recognised in the statement of financial activities

	2017 £	2016 £
Current service cost	(68,000)	(50,000)
Interest income	10,000	15,000
Interest cost	(18,000)	(21,000)
Total amount recognised in the SOFA	<u>(76,000)</u>	<u>(56,000)</u>

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

	2017 £	2016 £
At start of period	801,000	519,000
Current service cost	68,000	50,000
Interest cost	18,000	21,000
Employee contributions	10,000	10,000
Actuarial (gain)/loss	(194,000)	202,000
Benefits paid	(2,000)	(1,000)
At 31 August	<u>701,000</u>	<u>801,000</u>

#### Movements in the fair value of Academy Trust's share of scheme assets

	2017 £	2016 £
At start of period	464,000	373,000
Interest income	10,000	15,000
Actuarial gain/(loss)	(21,000)	-
Employer contributions	40,000	40,000
Employee contributions	10,000	10,000
Benefits paid	(2,000)	(1,000)
At 31 August	<u>501,000</u>	<u>437,000</u>

### 22 Related party transactions

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

## **Sir Robert Geffery's School**

### **Notes to the Financial Statements for the Year Ended 31 August 2017 (continued)**

#### **22 Related party transactions (continued)**

During the year the Academy Trust made the following related party transactions:

##### **Skim New Media Ltd**

Governor Jill Jarvis' son owns the company Skim New Media Ltd which maintains the website for the Academy Trust. During the year the Academy Trust was invoiced £550 (2016: £250) in connection with website hosting and development. The Governors have obtained a statement from Skim New Media Ltd confirming that the charges for this service do not exceed the costs incurred.

At the balance sheet date the amount due to Skim New Media Ltd was £Nil (2016 - £Nil). The provision for doubtful debts from the related parties at the balance sheet date was £Nil (2016 - £Nil). Amounts written off in the period in respect of amounts due to or from related parties was £Nil (2016 - £Nil).

##### **Mr Philip Curtis**

Mr Philip Curtis is the husband of the headteacher and employed as a farm technician by the academy. He was paid a gross salary of £4,811 (2016 - £4,811). He is employed at the same paygrade as a second staff member employed as a farm technician during the year.

At the balance sheet date the amount due to Mr Philip Curtis was £Nil (2016 - £Nil). The provision for doubtful debts from the related parties at the balance sheet date was £Nil (2016 - £Nil). Amounts written off in the period in respect of amounts due to or from related parties was £Nil (2016 - £Nil).

##### **The Ironmongers' Trust Company**

(A number of Governors are Directors of The Ironmongers' Trust Company)

The Academy made a charitable donation in the year of £250 (2016 - £Nil) to the associated Ironmongers' Foundation Charity. In the financial year the Academy also received a donation of £100 (2016 - £5,070) from the Ironmongers.

At the balance sheet date the amount due to The Ironmongers' Trust Company was £Nil (2016 - £Nil). The provision for doubtful debts from the related parties at the balance sheet date was £Nil (2016 - £Nil). Amounts written off in the period in respect of amounts due to or from related parties was £Nil (2016 - £Nil).

