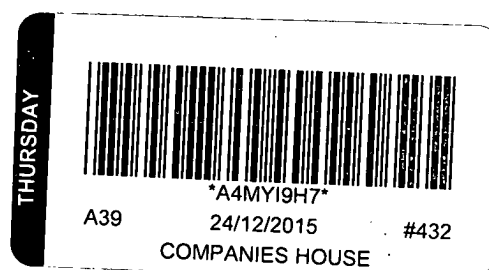


Company Registration No. 07976516 (England and Wales)

**ST. JAMES' R.C. PRIMARY SCHOOL**  
**(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT AND AUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 AUGUST 2015**



# **ST. JAMES' R.C. PRIMARY SCHOOL**

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# ST. JAMES' R.C. PRIMARY SCHOOL

## REFERENCE AND ADMINISTRATIVE DETAILS

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### Trustees

A Barradell (Resigned) - RAC  
A Boshier (Head Teacher & Accounting Officer) – CLC/PC/RAC  
D Camilleri (Foundation Governor)  
B Cotta (Parent Governor) - CLC  
M Edwards (Local Governor)  
J Gibson (Foundation Governor) – CLC  
P Gribben (Foundation Governor)  
P Gudge (Resigned) - RAC  
M Hutchinson (Chair & Foundation Governor) – CLC/RAC  
R Jasper (Foundation Governor) - RAC  
D McCabe (Foundation Governor) – PC/RAC  
K Moon (Parent Governor) – CLC/PC/RAC  
T Paris (Foundation Governor) – PC/RAC  
L Weeks (Deputy Head Teacher & Staff Governor) – CLC/RAC  
B Wells (Resigned)  
E Woodhoo (Staff Governor) – RAC

RAC - members of the Resources and Audit Committee  
PC - members of the Pay Committee  
CLC - members of the Children and Learning Committee

### Members

M Dickens  
M Hutchinson  
M Lee

### Responsible Officer

Allison Millis

### Senior management team

- Head Teacher
- Deputy Head Teacher
- Maths across the school and KS1
- RE, EG&T across the school and KS2
- Sports Premium and KS2

A Boshier  
L Weeks  
J Richards  
M Wilson  
C Connolly

### Company registration number

07976516 (England and Wales)

### Registered office

Maybury Close  
Petts Wood  
Orpington  
Kent  
BR5 1BL

### Independent auditor

Baxter & Co  
Lynwood House  
Crofton Road  
Orpington  
Kent  
BR6 8QE

### Bankers

Lloyds Bank PLC  
6-8 Market Square  
Bromley  
Kent  
BR1 1NA

### Solicitors

Winckworth Sherwood  
Minerva House  
5 Montague Close  
London  
SE1 9BB

# **ST. JAMES' R.C. PRIMARY SCHOOL**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31 AUGUST 2015**

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The trustees present their annual report together with the financial statements and independent auditor's reports of the charitable company for the period from 1 September 2014 to 31 August 2015. The annual report serves the purposes of both a Trustees' Report, and a Directors' Report under company law.

#### **Structure, Governance & Management Constitution**

The Trustees of St. James' R.C. Primary School, an Academy Trust, are also the directors of the charitable company for the purposes of company law and they are governors of the Academy

The academy trust was incorporated as a company on **31<sup>st</sup> of March, 2012** and the predecessor school converted to academy status on **1<sup>st</sup> of April, 2012**.

The academy trust is 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 charitable company is known as St. James' R.C. Primary School, an Academy Trust.

Details of the trustees who served during the year are included in the Reference and Administrative Details included at the front of these accounts.

#### **Members' Liability**

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

#### **Trustees' Indemnities**

The academy trust has not provided any indemnities to trustees for any purpose during the year.

#### **Principal Activities**

The principal activity of the company is the operation of a state-funded Academy, St. James' R.C Primary School, providing a state education for students aged 4 to 11 serving a catchment area in Bromley. It has a pupil capacity of 218 and had a roll of 218 in the school census in October 2015.

There is a long tradition of providing the highest quality of education that will meet the needs of every child and enable them to achieve their personal best.

Funding is obtained from the Department for Education (DfE) through the Education Funding Agency (EFA) in the form of recurrent grants, the use of which is restricted to particular purposes.

#### **Method of Recruitment and Appointment or Election of Trustees**

In accordance with the articles, the trustees of the charitable company are the governors. They are appointed as follows:

- The Archbishop shall appoint eight foundation governors one of whom shall be the Parish Priest and two of whom at least shall be eligible for election and appointment as Parent Governors.
- The Governing body may appoint staff governors through a process as they may determine
- The Governing Body may appoint one Local governor
- The Head Teacher shall be treated for all purposes as being an ex officio Governor.

In respect of those appointed by the governors, when a vacancy arises, the governors seek to make an appointment that would maximise the relevant skills and experience on the board as a whole.

#### **Policies and Procedures Adopted for the Induction and Training of Trustees**

The training and induction provided for new governors will depend on their existing experience. Where necessary, induction will provide training in charity, educational, legal and financial matters.

All governors are provided with the information needed (including policies, minutes, budgets, etc) to undertake their role as governors.

In addition to purchasing the Governor Training package from Bromley Local Authority, we also subscribe to Governor Courses provided by the Diocese of Southwark.

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# **ST. JAMES' R.C. PRIMARY SCHOOL**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 AUGUST 2015**

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#### **Organisational Structure**

The board of governors, the majority of whom are non-executive, comprises those persons appointed under the Articles of Association. The board meets at least three times a year and has two committees;

- Resources & Audit Committee.
- Children & Learning Committee.
- Sub-committees are created ad-hoc when necessary, in addition to those reporting into the above. (i.e. Pay / Premises / Admissions / Disciplinary / Appeals / Head Teacher's Performance).

Both committees are formally constituted with terms of reference and comprise appropriately qualified and experienced members.

Governors delegate specific responsibilities to its committees, the activities of which are reported to and discussed at full Governing Body Meetings.

Day to day management of the company is undertaken by the Head Teacher, supported by the Leadership Team. The Head Teacher is the Accounting Officer and the Business Manager is the Finance Officer.

#### **Risk Management**

The governors have assessed the major risks to which the company is exposed, in particular those relating to academic performance/finances/child welfare.

The governors have implemented a number of systems to assess risks that the company faces, and have developed policies and procedures to mitigate those risks.

Where significant financial risk still remains they have ensured they have adequate insurance cover.

The company has an effective system of internal financial controls and this is explained in more detail in the Governance Statement.

The risk management process has been codified in a risk register implemented by the Senior Leadership Team and overseen by Governors.

#### **Connected Charities and Organisations including Related Party Relationships**

The Register of Business Interests confirms that there are no relationships with related parties and any other charities/organisations with which the academy co-operates in the pursuit of charitable activities.

#### **Objective & Aims**

The main object of the company is the advancement of education in the United Kingdom.

It achieves this object principally through the operation of St. James' R.C. Primary School, the aim being to provide the highest possible standard of education and pastoral care, maximising the life-chances of its students.

#### **Objectives, Strategies and Activities**

The main objectives during the year were;

- To increase the number of children achieving L6 with particular reference to Reading
- 90% of Y1 pupils to meet the standard of the phonics test
- To narrow the gap between the SEN and EAL pupils to become closer to age-related expectations
- To enhance professional development through partnership working
- To update the school house in order to use it as an effective teaching space

#### **Public Benefit**

In setting the objectives and planning the associated activities, governors have given careful consideration to the Charity Commission's general guidance on public benefit.

# ST. JAMES' R.C. PRIMARY SCHOOL

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 AUGUST 2015**

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### Achievements and Performance

- **The school is in the top 5% of schools nationally for all subjects.**
- 3% of Y6 pupils achieved L6 in Reading, 31% in Maths and 10% in writing. There were no L6 pupils in Reading the previous year so this was a distinct improvement.
- KS2 SATs results were well above the National Average with 100% of pupils achieving L4 across all subjects, 81% achieving L5+ in Reading, 72% L5+ in Writing and 75% L5+ in Maths. Progress is well above the national average.
- KS1 results were well above the national average and Maths at L2B+ and had improved in relation to the previous year.
- 90% of Y1 pupils met the standard of the phonics test which is well above the NA.
- 81% achieved a GLD, which is well above the national average of 62%
- SEN and Disadvantaged pupils made good or better progress and came closer to expected attainment levels.
- The Umbrella Trust is functioning well, with a focus upon school improvement. The School Improvement consultant for the UT graded St. James' Outstanding in all areas and for Overall Effectiveness.
- The school received the NACE Award for its work with the More Able.
- The RE Advisor confirmed that the school is maintaining the Outstanding judgement that was awarded during the last section 48 inspection.
- The new extended Reception Classroom is enabling the EYs curriculum to be implemented fully.
- Partner schools are sharing ideas, expertise, training and resources as appropriate and are moderating judgements around pupils' work aligned to the new Assessment without Levels initiative.
- St. James' is teaching the New Curriculum and has adapted its assessment accordingly; this continues to be refined.
- High quality CPD from excellent providers is enhancing the Leadership, Teaching and Learning across the school resulting in the Head Teacher becoming an OFSTED inspector, The DHT passing her NPQSL and a Staff member achieving her NPQML.

### 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.

### Key Financial Performance Indicators

To monitor the financial performance of the Academy the Governor's use key financial indicators.

- The Current Ratio is a financial ratio that measures whether or not a company has enough resources to pay its debts over the next 12 months. It compares a company's current assets to its current liabilities and we believe is an appropriate measure of the financial health of the Academy.
- Our Current Assets exceed our Current Liabilities by a ratio **1.6 to 1** which is an indication of the strength of the liquidity position of the Academy. Going forward we would like this ratio to remain in the range 1.5/2.5.
- The most effective Cost Control Measure we monitor is Total Staff Costs as a percentage of Total Grant Income. Total Grant Income includes GAG, SEN Matrix Funding and Pupil Premium.
- The current figure is **78.5%** variance level of 77.5% - 82.5%

### Financial review

We receive our income from a number of different sources. The majority of our income comes from central government via the Education Funding Agency who provide us with grant, based largely on our student numbers to cover our staffing and other general running costs (General Annual Grant -GAG). The EFA may provide us with additional grants which are earmarked for specific purposes (such as Pupil Premium which must be used to raise the attainment of disadvantaged pupils). These appear in the accounts as DfE/EFA grants. Where we receive grant or other funding from the Local Authority (such as where we undertake responsibilities on their behalf in respect of our students) this appears in the accounts as Other government grants. Such income is collectively referred to as "Restricted Funds". Other income is received from parents (for example as contributions to trip or other costs) and from third parties (for example from our bank for interest on our account balances or from others who are charged for their use of our facilities). Such other income may be restricted or unrestricted, depending on

# ST. JAMES' R.C. PRIMARY SCHOOL

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2015

whether it comes to us with conditions as to its use or whether it is available for spending at the discretion of the trustees.

We hold funds in two broad categories, funds which are available for spending and other funds which are not available for spending.

Spendable funds are in turn sub-categorised between those which are available for spending at the discretion of trustees ("Unrestricted Funds") and those which are subject to condition or restriction, ("Restricted Funds").

Funds not available for spending include the book value of fixed assets such as land, buildings and equipment. These have a value and are therefore included as assets in the accounts but clearly, we cannot spend this value. In common with all academies and Local Authorities, our share of the Local Government Pension Scheme deficit must also be reflected in our accounts and as this is not a conventional liability, it does not need to be deducted from spendable funds. We meet our obligations in respect of the LGPS by paying over pension contributions due as calculated by the scheme's actuaries.

The following balances held were held at 31 August;

<b>Fund</b>	<b>Category</b>	<b>2015 £'000</b>	<b>2014 £'000</b>
GAG	Restricted General Funds	50	104
Other DfE/EFA Grants	Restricted General Funds	4	3
Other Government Grants	Restricted General Funds	-	-
Other Income	Restricted General Funds	13	36
<b>Sub-total General Restricted Funds</b>		<b>67</b>	<b>143</b>
Unspent Capital Grants	Restricted Fixed Asset Fund	6	-
Other Income	Unrestricted General Fund	24	77
<b>Sub-Total Spendable Funds</b>		<b>97</b>	<b>220</b>
Net Book Value of Fixed Assets	Restricted Fixed Asset Fund	-	-
Share of LGPS Deficit	Restricted Pension Reserve	(90)	(79)
<b>Total All Funds</b>		<b>7</b>	<b>141</b>

#### Financial and Risk Management Objectives and Policies

Most of the company's income is obtained from the DfE (via the Education 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 period ended 31 August 2015 and the associated expenditure are shown as restricted funds in the statement of financial activities.

#### Principal Risks and Uncertainties

The principal financial risk faced by the company is that ongoing pressure on funding results in a risk that deficits may be experienced.

The budgeting and reporting process, including scrutiny by the governors of actual financial performance, mitigates the risk.

As the nature of the financial instruments dealt with by the company is relatively simple (bank balances, debtors and "trade" creditors), governors consider the associated risk in this area to be minimal.

The risk resulting from the company's share of the LGPS (Local Government Pension Scheme) deficit is managed by following the advice of the scheme's actuaries, specifically as regards the level of contributions payable, ensuring that annual budgets are drawn up to reflect the actuary's advice.

# **ST. JAMES' R.C. PRIMARY SCHOOL**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 AUGUST 2015**

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#### **Reserves Policy**

The principal policy on reserves is that accumulation of unspent GAG (Government Allocated Grant) balances should not breach any limits thereon set out in the Funding agreement.

The level of reserves should never be in deficit.

Each year the Governors review the resource requirements and grant and other income that is forecast for the coming year and an annual budget is formulated and approved.

#### **Investment Policy**

There are no investments held beyond cash deposits retained with the major UK clearing banks. Speculative investments are not permitted.

#### **Plans for Future Periods**

The principal task facing the company is to maintain and improve on the excellent educational standards achieved by the Academy.

Through our strong family & Catholic ethos, our staff, parents, governors and school PT, are committed to working together in the future to ensure we meet the needs and aspirations of every single child who attends the Academy.

In addition there are number key tasks for the year ahead:

- To thoroughly embed assessment for learning linked to assessment without levels, so that it can be understood by pupils, parents and external partners.
- To ensure that assessment judgements are moderated across other schools to promote consistency.
- To ensure that attendance and punctuality rates remain high across the school
- To continue to close the gap between SEN, Disadvantaged pupils in relation to the rest of the school and all pupils nationally
- To prepare pupils for the new, more challenging SATs tests and encourage resilience; particularly in the high level of low prior attainment pupils who will be sitting them in 2016 and in 2017 without having had the full New Curriculum taught from Y1.
- To embed Assessment Without Levels across all subjects and continue to enhance the New Curriculum
- To launch and develop the new school website in order to ensure that it is easy to navigate and update.
- To implement and develop the themes that are included in the 'Year of Mercy'.
- To continue to embed 'British Values' and ensure that the school's 'Prevent Policy' is effective and meaningful.

#### **Funds Held as Custodian Trustee on Behalf of Others**

The Academy does not act as a Custodian Trustee and therefore does not hold any funds on behalf of others.

#### **Auditor**

Insofar as the trustees are aware:

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

A resolution proposing that Baxter & Co be reappointed as auditor of the charitable company will be put to the members.

The Trustees' Report, incorporating a Strategic Report, was approved by order of the Board, as the company directors, on 17 December 2015 and signed on its behalf by:



M Hutchinson  
Chair & Foundation Governor



# ST. JAMES' R.C. PRIMARY SCHOOL

## GOVERNANCE STATEMENT

**FOR THE YEAR ENDED 31 AUGUST 2015**

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### Scope of responsibility

As Trustees we acknowledge we have overall responsibility for ensuring that St. James' R.C. Primary 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 has delegated the day-to-day responsibility to A Boshier the 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 St. James' R.C. Primary School and the Secretary of State for Education. They are also responsible for reporting to the Board any material weaknesses or breakdowns in internal control.

### Governance

The information on governance included here supplements that described in the Trustees' Report and in the Statement of Trustees' Responsibilities. The Board has formally met 3 times during the year. The attendance record of each Trustee at Board Meetings was as follows:

Trustees	Meetings attended	Out of possible
A Barradell (Resigned)	1	3
A Boshier (Head Teacher & Accounting Officer)	3	3
D Camilleri (Foundation Governor)	1	1
B Cotta (Parent Governor)	2	3
M Edwards (Local Governor) – <i>Appointed after year end</i>	0	0
J Gibson (Foundation Governor)	2	3
P Gribben (Foundation Governor) – <i>Appointed after year end</i>	0	0
P Gudge (Resigned)	1	3
M Hutchinson (Chair & Foundation Governor)	3	3
R Jasper (Foundation Governor)	3	3
D McCabe (Foundation Governor)	3	3
K Moon (Parent Governor)	3	3
T Paris (Foundation Governor)	0	3
L Weeks (Deputy Head Teacher & Staff Governor)	3	3
B Wells (Resigned)	0	0
E Woodhoo (Staff Governor)	3	3

### Details of key changes to composition of the Board and/or Committees

A Barradell and P Gudge resigned in July 2015.

### Governance reviews

The Governing Body is very experienced and is made up of individuals with wide ranging and appropriate skills. The trust intends to conduct its next self-evaluation of governance this year with the help and support of an external consultant.

The Resources and Audit committee is a committee of the main Board. Its purpose is to advise the Board on financial matters, monitoring financial management, financial position and taking responsibility for the process of risk management.

**ST. JAMES' R.C. PRIMARY SCHOOL**  
**GOVERNANCE STATEMENT (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

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The attendance record of each Trustee at the Resource & Audit Meetings was as follows:

Trustees	Meetings attended	Out of possible
A Barradell (Resigned)	3	3
A Boshier (Head Teacher & Accounting Officer)	3	3
P Gudge (Resigned)	1	1
M Hutchinson (Chair & Foundation Governor)	2	3
R Jasper (Foundation Governor)	2	3
D McCabe (Foundation Governor)	3	3
K Moon (Parent Governor)	0	0
T Paris (Foundation Governor)	2	3
L Weeks (Deputy Head Teacher & Staff Governor)	2	3
E Woodhoo (Staff Governor)	2	3

**Review of Value for Money**

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

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

The Accounting Officer in conjunction with the Bursar constantly drive to improve our use of resources to deliver best value for money. This was highlighted by the complete refurbishment of our Reception Teaching Areas and Toilets. By managing the project internally with the help of just an Architect and Principal Contractor we were able to save on a number of consultant's costs usually associated with a project of this size. We also ran the project on a 'Cost Plus' basis whereby the Principal Contractor had to evidence every single cost associated to the project including all invoices for materials and services. This enabled us to keep a direct control on costs which in similar type building projects have a habit of spiralling out of control. As a result a 9 week building project took 6 weeks to complete in the summer holidays on budget. This represented excellent value for money and our community of Staff, Parents and Students will benefit for many years to come.

**The purpose of the system of internal control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of Academy Trust policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in St. James' R.C. Primary School for the period 1 September 2014 to 31 August 2015 and up to the date of approval of the annual report and accounts.

**Capacity to handle risk**

The board of Trustees 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 Trustees 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 period 1 September 2014 to 31 August 2015 and up to the date of approval of the annual report and accounts. This process is regularly reviewed by the board of Trustees.

**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:

# ST. JAMES' R.C. PRIMARY SCHOOL

## GOVERNANCE STATEMENT (CONTINUED)

**FOR THE YEAR ENDED 31 AUGUST 2015**

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

### Details of Governance challenges that have arisen during the year

The Board has considered the need for a specific internal audit function & has decided not to appoint an internal auditor. However, Allison Slatter and Allison Millis have completed Responsible Officer reports, and Allison Millis will be the Responsible Officer going forward.

### Description of internal audit/Responsible Officer or similar arrangements

The RO's role includes giving advice on financial matters & performing a range of checks on the academy trust's financial systems. On a regular basis, the RO reports to the Board on the operation of the systems of control & on the discharge of the financial responsibilities of the Board.

### Summary of key internal audit/RO findings & actions implemented/planned in response

During the period, the RO has conducted a visit to test transactions & systems & has reported findings in a written report to the Trustees. No material control weaknesses were reported & the Trustees are satisfied that the role of RO has been fulfilled effectively.

### Governing Body Courses

A Boshier	
OFSTED Inspector	
Prevent Training	
Safeguarding lead	
Safer Recruitment	
B Cotta	
Ofsted 2014 Framework - update for all Governors	
The Pupil Premium: What Governors need to know	
Governors as Directors and Trustees	
Structure of Committees: Best practice to support effective governance	
Turning Data into Information	
Maximising the Progress of Less Able Learners	
Engaging with Key Stakeholders	
Improving Governance: What Makes the Difference?	
D McCabe	
Ever-Changing Law of Education	
Personnel Responsibilities for Governors	
PE and Sports Funding	
Finance Training for Academy Governors	
Using Data to Support School Improvement	
Financial Efficiencies Workshop	
Performance Management of the Head Teacher	

**ST. JAMES' R.C. PRIMARY SCHOOL**  
**GOVERNANCE STATEMENT (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

<b>K Moon</b>
Behaviour Promoted Positively
The Governors Role in Challenge and Support
Maximising Progress of Less Able Learners - for Governors
Governors Working in Partnership
Bromley Governors Conference
Maximising Progress of Less Able Learners
The Ever changing Law of Education
'The Questions that Ofsted Might Ask'
Safeguarding Children: The Governor's Role
Governors as Directors and Trustees
The new 'Framework for Governance'
<b>M Hutchinson</b>
Catholic Education: Vatican II and new thinking about Catholic Education
Bexley Governors' Conference
Ofsted Framework 2015
Turning Data into information
<b>R Jasper</b>
Fundamental British Values and the Prevent Strategy
Opening Free Schools
Further DBS Training

**Courses Planned**

<b>M Hutchinson</b>
SEND: Maximising Progress of Less Able Learners
Prevent Duty - Channel Awareness Training
National Governors' Asscn. London Conference
Governor Briefings - Education Commission
<b>R Jasper</b>
THE PREVENT DUTY & CHANNEL GENERAL AWARENESS TRAINING

**Review of effectiveness**

As accounting officer the Headteacher has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by:

- the work of the responsible officer;
- 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.

**ST. JAMES' R.C. PRIMARY SCHOOL**  
**GOVERNANCE STATEMENT (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

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The accounting officer has been advised of the implications of the result of their review of the system of internal control by the resources committee and a plan to address weaknesses and ensure continuous improvement of the system is in place.

**Mission Statement**

At St. James' R.C. Primary School we:

- Actively demonstrate the Christian values that are shared by all.
- Maintain a safe, welcoming environment which fosters independence and resilience
- Promote positive relationships and respect for self and others
- Inspire children to be excited by learning.
- Enable everyone to reach their full potential and embrace the future.

**WE BELIEVE IN YOU, AND YOUR ABILITY TO SUCCEED**

**Reports, Policies & Websites**

**St. James' OFSTED Report**

- <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/101656>:

**St. James' School Results**

Department of Education results prior to Academy conversion:

- <http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=137958>

Department of Education results after Academy conversion:

- <http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=137958>


**St. James' Policies**

- <http://st-james.bromley.sch.uk/importantdocuments/>

**St. James' School Websites**

- <http://st-james.bromley.sch.uk/>
- <http://st-james.bromley.sch.uk/information/>
- <http://st-james.bromley.sch.uk/importantdocuments/>
- <http://st-james.bromley.sch.uk/contact/>
- <http://st-james.bromley.sch.uk/community/organisations/>
- <http://st-james.bromley.sch.uk/pta/>
- <http://st-james.bromley.sch.uk/governors/>
- <http://www.education.gov.uk/>
- <http://www.educationcommission.org.uk/>

Approved by order of the Board on 17 December 2015 and signed on its behalf by:



A Boshier  
Head Teacher



M Hutchinson  
Chair & Foundation Governor

# **ST. JAMES' R.C. PRIMARY SCHOOL**

## **STATEMENT ON REGULARITY, PROPRIETY AND COMPLIANCE**

**FOR THE YEAR ENDED 31 AUGUST 2015**

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As accounting officer of St. James' R.C. Primary School I have considered my responsibility to notify the Academy Trust Board and the Education Funding Agency (EFA) of material irregularity, impropriety and non-compliance with EFA terms and conditions of funding, under the funding agreement in place between the Academy Trust and the Secretary of State for Education. As part of my consideration I have had due regard to the requirements of the Academies Financial Handbook.

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

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

Approved on 17 December 2015 and signed by:



A Boshier  
**Accounting Officer**

# ST. JAMES' R.C. PRIMARY SCHOOL

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

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The trustees (who also act as governors for St. James' R.C. Primary School and are also the directors of St. James' R.C. Primary School for the purposes of company law) are responsible for preparing the Trustees' Report and the accounts in accordance with the Annual Accounts Direction issued by the Education Funding Agency (EFA), United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2005;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

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

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

Approved by order of the Board on 17 December 2015 and signed on its behalf by:



M Hutchinson

**Chair & Foundation Governor**

# **ST. JAMES' R.C. PRIMARY SCHOOL**

## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE MEMBERS OF ST. JAMES' R.C. PRIMARY SCHOOL**

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We have audited the accounts of St. James' R.C. Primary School for the year ended 31 August 2015 set out on pages 18 to 38. 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) and the Academies Accounts Direction 2014 to 2015 issued by the Education Funding Agency (EFA).

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

#### **Respective responsibilities of Trustees and auditors**

As explained more fully in the Trustees' Responsibilities Statement set out on page 13, the Trustees, who are also the directors of St. James' R.C. Primary School for the purposes of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

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

#### **Scope of the audit of the accounts**

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited accounts and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on accounts**

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and in accordance with the requirements of the Companies Act 2006; and
- have been prepared in accordance with the Academies Accounts Direction 2014 to 2015 issued by the EFA.

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

In our opinion the information given in the Trustees' Report including the incorporated Strategic Report for the financial year for which the accounts are prepared is consistent with the accounts.



# **ST. JAMES' R.C. PRIMARY SCHOOL**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE MEMBERS OF ST. JAMES' R.C. PRIMARY SCHOOL**

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

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.



**David John Walsh FCCA (Senior Statutory Auditor)**

**For and on behalf of Baxter & Co**

**Statutory Auditor**

**Chartered Certified Accountants**

Lynwood House

Crofton Road

Orpington

Kent

BR6 8QE

Dated: 17 December 2015

# **ST. JAMES' R.C. PRIMARY SCHOOL**

## **INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO ST. JAMES' R.C. PRIMARY SCHOOL AND THE EDUCATION FUNDING AGENCY**

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In accordance with the terms of our engagement letter dated 03 May 2012 and further to the requirements of the Education Funding Agency (EFA) as included in the Academies Accounts Direction 2014 to 2015, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by St. James' R.C. Primary School during the period 1 September 2014 to 31 August 2015 have been applied to the purposes identified by Parliament and the financial transactions conform to the authorities which govern them.

This report is made solely to St. James' R.C. Primary School and the EFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to the St. James' R.C. Primary School and the EFA 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 the St. James' R.C. Primary School and the EFA, for our work, for this report, or for the conclusion we have formed.

### **Respective responsibilities of St. James' R.C. Primary School's accounting officer and the reporting accountant**

The accounting officer is responsible, under the requirements of St. James' R.C. Primary School's funding agreement with the Secretary of State for Education dated 1 April 2012 and the Academies Financial Handbook, extant from 1 September 2014, 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 2014 to 2015. 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 period 1 September 2014 to 31 August 2015 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 2014 to 2015 issued by the EFA. 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:

- Review of payments to staff;
- Review of payments to suppliers and other third parties;
- Review of grant and other income streams;
- Discussions with finance staff;
- Consideration of the record maintained by the Accounting Officer of the oversight they have exercised;
- Consideration of the programme of risk review and checking of financial controls implemented by the trust in order to comply with its obligations under 2.4.7 of the Academies Financial Handbook 2014, issued by the EFA.

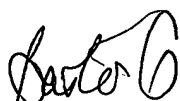
# **ST. JAMES' R.C. PRIMARY SCHOOL**

## **INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO ST. JAMES' R.C. PRIMARY SCHOOL AND THE EDUCATION FUNDING AGENCY (CONTINUED)**

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### **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 period 1 September 2014 to 31 August 2015 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.



**Baxter & Co**  
**Reporting Accountant**  
Lynwood House  
Crofton Road  
Orpington  
Kent  
BR6 8QE

Dated: 17 December 2015

# ST. JAMES' R.C. PRIMARY SCHOOL

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 AUGUST 2015**

		Unrestricted funds £'000	Restricted funds £'000	Fixed Asset funds £'000	Total 2015 £'000	Total 2014 £'000
<b>Incoming resources</b>	<b>Notes</b>					
<i>Resources from generated funds</i>						
- Voluntary income	2	-	49	-	49	78
- Activities for generating funds	3	68	33	-	101	115
- Investment income	4	1	-	-	1	1
<i>Resources from charitable activities</i>						
- Funding for educational operations	5	-	846	6	852	821
<b>Total incoming resources</b>		69	928	6	1,003	1,015
<b>Resources expended</b>						
<i>Costs of generating funds</i>						
- Relating to voluntary income	6	6	31	-	37	49
- Fundraising trading	6	54	-	-	54	53
<i>Charitable activities</i>						
- Educational operations	7	62	931	-	993	837
Governance costs	8	-	42	-	42	28
<b>Total resources expended</b>	6	122	1,004	-	1,126	967
<b>Net incoming/(outgoing) resources before transfers</b>		(53)	(76)	6	(123)	48
Gross transfers between funds		-	-	-	-	-
<b>Net income/(expenditure) for the year</b>		(53)	(76)	6	(123)	48
<b>Other recognised gains and losses</b>						
Actuarial gains/(losses) on defined benefit pension scheme	17	-	(11)	-	(11)	13
<b>Net movement in funds</b>		(53)	(87)	6	(134)	61
Fund balances at 1 September 2014		77	64	-	141	80
<b>Fund balances at 31 August 2015</b>		24	(23)	6	7	141

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006. A statement of total recognised gains and losses is not required as all gains and losses are included in the statement of financial activities.

All of the academy's activities derive from continuing operations during the two financial periods above.


# ST. JAMES' R.C. PRIMARY SCHOOL

## BALANCE SHEET

AS AT 31 AUGUST 2015

		2015		2014	
	Notes	£'000	£'000	£'000	£'000
<b>Fixed assets</b>					
Tangible assets	11		-		-
<b>Current assets</b>					
Debtors	12	13		13	
Cash at bank and in hand		249		270	
		262		283	
<b>Current liabilities</b>					
Creditors: amounts falling due within one year	13	(165)		(63)	
<b>Net current assets</b>			97		220
Defined benefit pension liability	17		(90)		(79)
<b>Net assets</b>			7		141
<b>Funds of the Academy Trust:</b>					
<b>Restricted funds</b>	15				
- Fixed asset funds			6		-
- General funds			67		143
- Pension reserve			(90)		(79)
<b>Total restricted funds</b>			(17)		64
<b>Unrestricted income funds</b>	15		24		77
<b>Total funds</b>			7		141

The accounts were approved by order of the Board and authorised for issue on 17 December 2015.

  
M Hutchinson  
Chair & Foundation Governor

Company Number 07976516

# ST. JAMES' R.C. PRIMARY SCHOOL

## CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 AUGUST 2015

	Notes	2015 £'000	2014 £'000
Net cash inflow/(outflow) from operating activities	18	(28)	29
<b>Returns on investments and servicing of finance</b>			
Investment income	1	1	
<b>Net cash inflow/(outflow) from returns on investments and servicing of finance</b>		1	1
		(27)	30
<b>Capital expenditure and financial investments</b>			
Capital grants received	6	8	
<b>Net cash flow from capital activities</b>		6	8
<b>Increase/(decrease) in cash</b>	19	(21)	38

**ST. JAMES' R.C. PRIMARY SCHOOL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2015**

---

**1 Accounting policies**

**1.1 Basis of preparation**

The accounts have been prepared under the historical cost convention in accordance with applicable United Kingdom Accounting Standards, the Charity Commission 'Statement of Recommended Practice: Accounting and Reporting by Charities' ('SORP 2005'), the Academies Accounts Direction 2014 to 2015 issued by the Education Funding Agency and the Companies Act 2006. A summary of the principal accounting policies, which have been applied consistently, except where noted, is set out below.

**1.2 Going concern**

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

**1.3 Incoming resources**

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

**Grants receivable**

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

General Annual Grant is recognised in full in the year for which it is receivable and any unspent amount is reflected as a balance in the restricted general fund.

Capital grants are recognised when receivable and are not deferred over the life of the asset on which they are expended. Unspent amounts of capital grant are reflected in the balance in the restricted fixed asset fund.

**Donations**

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

**Other income**

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

**Donated services and gifts in kind**

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

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 AUGUST 2015**

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### **1 Accounting policies**

#### **1.4 Resources expended**

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

#### **Costs of generating funds**

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

#### **Charitable activities**

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

#### **Governance costs**

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

All resources expended are inclusive of irrecoverable VAT.

#### **1.5 Tangible fixed assets and depreciation**

Assets costing £2,500 or more per item (or less if they form part of a larger purchase or project where the total cost exceeds £12,500) are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any provision for impairment.

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

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.

#### **1.6 Leasing and hire purchase commitments**

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

#### **1.7 Taxation**

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



# **ST. JAMES' R.C. PRIMARY SCHOOL**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 AUGUST 2015**

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### **1 Accounting policies**

#### **1.8 Pensions benefits**

Retirement benefits to employees of the Academy Trust are provided by the Teachers' Pension Scheme ('TPS') and the Local Government Pension Scheme ('LGPS'). These are defined benefit schemes and the assets are held separately from those of the Academy Trust.

The TPS is an unfunded scheme and contributions are calculated so as to spread the cost of pensions over employees' working lives with the Academy Trust in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary on the basis of quinquennial valuations using a prospective benefit method. As stated in Note 17, the TPS is a multi-employer scheme and the Academy Trust is unable to identify its share of the underlying assets and liabilities of the scheme on a consistent and reasonable basis. The TPS is therefore treated as a defined contribution scheme and the contributions are recognised as they are paid each year.

The LGPS is a funded scheme and the assets are held separately from those of the Academy Trust in separate trustee administered funds. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit method and discounted at a rate equivalent to the current rate of return on a high quality corporate bond of equivalent term and currency to the liabilities. The actuarial valuations are obtained at least triennially and are updated at each balance sheet date. The amounts charged to operating surplus are the current service costs and gains and losses on settlements and curtailments. They are included as part of staff costs. Past service costs are recognised immediately in the statement of financial activities if the benefits have vested. If the benefits have not vested immediately, the costs are recognised over the period until vesting occurs. The expected return on assets and the interest cost are shown as a net finance amount of other finance costs or credits adjacent to interest. Actuarial gains and losses are recognised immediately in other gains and losses.

#### **1.9 Fund accounting**

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

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

#### **1.10 Agency arrangements**

The academy trust acts as a banker school for the National College for Teaching and Leadership. Payments received and subsequent disbursements are excluded from the Statement of Financial Activities as the trust does not have control over charitable application of the funds. The funds received and paid, and any balances held are disclosed in note 24.

**ST. JAMES' R.C. PRIMARY SCHOOL**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 AUGUST 2015**

**2 Voluntary income**

	Unrestricted funds £'000	Restricted funds £'000	Total 2015 £'000	Total 2014 £'000
School Journey and Voluntary Fund Income	-	28	28	34
Other donations	-	21	21	44
	<u>-</u>	<u>49</u>	<u>49</u>	<u>78</u>

**3 Activities for generating funds**

	Unrestricted funds £'000	Restricted funds £'000	Total 2015 £'000	Total 2014 £'000
Hire of facilities	1	-	1	-
Catering income	-	30	30	42
Other	67	3	70	73
	<u>68</u>	<u>33</u>	<u>101</u>	<u>115</u>

**4 Investment income**

	Unrestricted funds £'000	Restricted funds £'000	Total 2015 £'000	Total 2014 £'000
Short term deposits	<u>1</u>	<u>-</u>	<u>1</u>	<u>1</u>

**5 Funding for the Academy Trust's educational operations**

	Unrestricted funds £'000	Restricted funds £'000	Total 2015 £'000	Total 2014 £'000
<b>DfE / EFA grants</b>				
General annual grant (GAG)	-	762	762	783
Capital grants	-	6	6	8
Other DfE / EFA grants	-	64	64	12
	<u>-</u>	<u>832</u>	<u>832</u>	<u>803</u>
<b>Other government grants</b>				
Local authority grants	-	20	20	18
	<u>-</u>	<u>20</u>	<u>20</u>	<u>18</u>
<b>Total funding</b>	<u>-</u>	<u>852</u>	<u>852</u>	<u>821</u>

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2015

### 6 Resources expended

	Staff costs £'000	Premises & equipment £'000	Other costs £'000	Total 2015 £'000	Total 2014 £'000
<b>Academy's educational operations</b>					
- Direct costs	564	-	78	642	598
- Allocated support costs	102	139	110	351	239
	<u>666</u>	<u>139</u>	<u>188</u>	<u>993</u>	<u>837</u>
<b>Other expenditure</b>					
Costs of generating voluntary income	-	-	37	37	49
Costs of activities for generating funds	54	-	-	54	53
Governance costs	-	-	42	42	28
	<u>54</u>	<u>-</u>	<u>79</u>	<u>133</u>	<u>130</u>
<b>Total expenditure</b>	<u>720</u>	<u>139</u>	<u>267</u>	<u>1,126</u>	<u>967</u>
<b>Incoming/outgoing resources for the year include:</b>				<b>2015 £'000</b>	<b>2014 £'000</b>
Operating leases					
- Plant and machinery				1	1
Fees payable to auditor					
- Audit				6	5
- Other services				3	5
				<u>9</u>	<u>6</u>

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2015

### 7 Charitable activities

	Unrestricted funds £'000	Restricted funds £'000	Total 2015 £'000	Total 2014 £'000
<b>Direct costs</b>				
Teaching and educational support staff costs	-	564	564	541
Technology costs	-	13	13	11
Educational supplies and services	-	43	43	22
Staff development	-	8	8	7
Educational consultancy	-	8	8	4
Other direct costs	-	6	6	13
	<u>-</u>	<u>642</u>	<u>642</u>	<u>598</u>
<b>Allocated support costs</b>				
Support staff costs	-	102	102	98
Technology costs	-	6	6	3
Recruitment and support	-	3	3	5
Maintenance of premises and equipment	62	77	139	44
Cleaning	-	3	3	3
Energy costs	-	11	11	11
Rent and rates	-	11	11	10
Insurance	-	10	10	13
Security and transport	-	1	1	2
Catering	-	53	53	38
Interest and finance costs	-	-	-	3
Other support costs	-	12	12	9
	<u>62</u>	<u>289</u>	<u>351</u>	<u>239</u>
<b>Total costs</b>	<u>62</u>	<u>931</u>	<u>993</u>	<u>837</u>

### 8 Governance costs

	Unrestricted funds £'000	Restricted funds £'000	Total 2015 £'000	Total 2014 £'000
Legal and professional fees	-	33	33	18
Auditor's remuneration				
- Audit of financial statements	-	6	6	5
- Other non audit costs	-	3	3	5
	<u>-</u>	<u>42</u>	<u>42</u>	<u>28</u>

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2015

### 9 Staff costs

	2015 £'000	2014 £'000
Wages and salaries	595	577
Social security costs	37	32
Other pension costs	78	73
	<u>710</u>	<u>682</u>
Supply teacher costs	10	10
	<u>10</u>	<u>10</u>
Total staff costs	<u>720</u>	<u>692</u>

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

	2015 Number	2014 Number
Teachers	7	7
Administration and support	10	10
Management	2	2
	<u>19</u>	<u>19</u>

The number of employees whose annual remuneration was £60,000 or more was:

	2015 Number	2014 Number
£60,000 - £70,000	-	1
£70,001 - £80,000	1	-
	<u>1</u>	<u>-</u>

Of the employees above, the number participating in pension schemes and the employers' contributions paid on their behalf were as follows:

		2015	2014
Teachers' Pension Scheme	Numbers	1	1
	£'000	<u>10</u>	<u>10</u>
Local Government Pension Scheme	Numbers	-	-
	£'000	<u>-</u>	<u>-</u>

# **ST. JAMES' R.C. PRIMARY SCHOOL**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

### **FOR THE YEAR ENDED 31 AUGUST 2015**

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#### **10 Trustees' remuneration and expenses**

One or more Trustees has been paid remuneration or has received other benefits from an employment with the Academy Trust. The Head Teacher and other Staff Trustees only receive remuneration in respect of services they provide undertaking the roles of Head Teacher and staff members under their contracts of employment, and not in respect of their services as Trustees. Other Trustees did not receive any payments, other than expenses, from the Academy Trust in respect of their role as Trustees.

The value of Trustees' remuneration and other benefits was as follows:

A Boshier (Head Teacher):

- Remuneration £70,000 - £75,000 (2014: £65,000 - £70,000)
- Employer's pension contributions £5,000 - £10,000 (2014: £5,000 - £10,000)

L Weeks (Staff Trustee):

- Remuneration £45,000 - £50,000 (2014: £45,000 - £50,000)
- Employer's pension contributions £5,000 - £10,000 (2014: £5,000 - £10,000)

E Woodhoo (Staff Trustee):

- Remuneration £35,000 - £40,000 (2014: £35,000 - £40,000)
- Employer's pension contributions £5,000 - £10,000 (2014: £5,000 - £10,000)

During the year, travel and subsistence payments totalling £1,839 (2014: £nil) were reimbursed or paid directly to 2 Trustees (2014: 0 Trustees).

Other related party transactions involving the Trustees are set out within the related parties note.

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

In accordance with normal commercial practice, the Academy Trust has purchased insurance to protect Trustees and officers from claims arising from negligent acts, errors or omissions occurring whilst on Academy Trust business. The insurance provides cover up to £2,000,000 (2014: £2,000,000) on any one claim and the cost for the year ended 31 August 2015 was £509 (2014: £540). The Academy Trust also purchased professional indemnity insurance specifically for the Head Teacher in the current year to cover work undertaken on behalf of Ofsted. The insurance cover provides cover up to £1,000,000 and the cost for the year ended 31 August 2015 was £208. The cost of this insurance is included in the total insurance cost.

#### **11 Tangible fixed assets**

The Academy occupies the Land & Buildings under the terms of a licence to occupy that does not confer substantially all of the risks and rewards of ownership. The land and buildings are owned by Southwark Diocese (the landlord). The landlord and the academy trust have entered into a supplemental agreement with the Secretary of State for Education which grants the academy trust the right to occupy the land and buildings, subject inter-alia to the landlord's ability to give two year's notice of termination of the agreement.

The Trustees of the academy trust have considered carefully the requirements of and guidance notes within the Academies Accounts Direction 2014 to 2015 issued by the EFA. They have concluded, taking into account the rights and obligations placed upon the academy trust by the supplemental agreement, that the substance of the arrangement is not materially different to its legal form. Accordingly they have concluded that it would be misleading to recognise the academy's right to occupy its buildings as a fixed asset on its balance sheet.

Playing Fields are occupied on the basis of a 125 year lease with the London Borough of Bromley. The Trustees of the academy trust do not consider that this has a material value, bearing in mind the legal restrictions that exist as to permissible use of the land.

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2015

<b>12 Debtors</b>	<b>2015</b>	<b>2014</b>
	<b>£'000</b>	<b>£'000</b>
VAT recoverable	6	6
Other debtors	7	7
	<u>13</u>	<u>13</u>
<b>13 Creditors: amounts falling due within one year</b>	<b>2015</b>	<b>2014</b>
	<b>£'000</b>	<b>£'000</b>
Taxes and social security costs	11	12
Accruals	122	30
Deferred income	32	21
	<u>165</u>	<u>63</u>
<b>14 Deferred income</b>	<b>2015</b>	<b>2014</b>
	<b>£'000</b>	<b>£'000</b>
Deferred income is included within:		
Creditors due within one year	<u>32</u>	<u>21</u>
Total deferred income at 1 September 2014	21	-
Amounts credited to the statement of financial activities	(21)	-
Amounts deferred in the year	<u>32</u>	<u>21</u>
<b>Total deferred income at 31 August 2015</b>	<b><u>32</u></b>	<b><u>21</u></b>

Deferred income relates to Universal Infant Free School Meal grant for 2015/16 of £22k (2014: £21k); before and after school club income in advance of £3k (2014: £nil); and other smaller amounts of £7k (2014: £nil) relating to the next financial year.

**ST. JAMES' R.C. PRIMARY SCHOOL**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 AUGUST 2015**

**15 Funds**

	Balance at 1 September 2014 £'000	Incoming resources £'000	Resources expended £'000	Gains, losses & transfers £'000	Balance at 31 August 2015 £'000
<b>Restricted general funds</b>					
General Annual Grant	104	762	(816)	-	50
Other DfE / EFA grants	3	64	(63)	-	4
Other government grants	-	20	(20)	-	-
Other restricted funds	36	82	(105)	-	13
	<u>143</u>	<u>928</u>	<u>(1,004)</u>	<u>-</u>	<u>67</u>
Funds excluding pensions	143	928	(1,004)	-	67
Pension reserve	(79)	-	-	(11)	(90)
	<u>64</u>	<u>928</u>	<u>(1,004)</u>	<u>(11)</u>	<u>(23)</u>
<b>Restricted fixed asset funds</b>					
DfE / EFA capital grants	-	6	-	-	6
	<u>-</u>	<u>6</u>	<u>-</u>	<u>-</u>	<u>6</u>
<b>Total restricted funds</b>	<u>64</u>	<u>934</u>	<u>(1,004)</u>	<u>(11)</u>	<u>(17)</u>
<b>Unrestricted funds</b>					
General funds	77	69	(122)	-	24
	<u>77</u>	<u>69</u>	<u>(122)</u>	<u>-</u>	<u>24</u>
<b>Total funds</b>	<u>141</u>	<u>1,003</u>	<u>(1,126)</u>	<u>(11)</u>	<u>7</u>

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

The General Annual Grant fund is to be used for the general operation of the academy.

The Other DfE/EFA fund and Other Government Grant fund represents the unspent balance of grants received during the period for specific purposes.

The Other Restricted Funds represent general funds which remain unspent, but are earmarked for particular purposes.

The DfE/EFA Capital Grant Fund represents unspent capital income at the period end and is set aside to fund future capital purchases.

Unrestricted General Funds represent balances held at the period end that can be applied at the discretion of the Governors, to support any of the Academy's charitable purposes.



# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2015

#### 16 Analysis of net assets between funds

	Unrestricted funds £'000	Restricted funds £'000	Fixed asset funds £'000	Total funds £'000
<b>Fund balances at 31 August 2015 are represented by:</b>				
Current assets	27	229	6	262
Creditors falling due within one year	(3)	(162)	-	(165)
Defined benefit pension liability	-	(90)	-	(90)
	<u>24</u>	<u>(23)</u>	<u>6</u>	<u>7</u>

#### 17 Pensions 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 the London Borough of Bromley. Both are multi-employer defined benefit schemes.

The pension costs are assessed in accordance with the advice of independent qualified actuaries. The latest actuarial valuation of the TPS related to the period ended 31 March 2012 and that of the LGPS related to the period ended 31 March 2013.

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

Not less than every four years 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.

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2015

#### 17 Pensions and similar obligations

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 year the employer contribution rate was 14.1%. The TPS valuation for 2012 determined an employer rate of 16.4% from September 2015, which will be payable during the implementation period until the next valuation as at March 2016, whereupon the employer contribution rate is expected to be reassessed and will be payable from 1 April 2019.

The pension costs paid to the TPS in the period amounted to £53k (2014: £51k).

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

Under the definitions set out in Financial Reporting Standard (FRS 17) Retirement Benefits, the TPS is a multi-employer pension scheme. The trust has accounted for its contributions to the scheme as if it were a defined contribution scheme. The 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 contributions are as noted below. The agreed contribution rates for future years are 24.3% for employers and between 5.5% and 12.5% for employees. The estimated value of employer contributions for the forthcoming year is £26k.

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.

Contributions made	2015 £'000	2014 £'000
Employer's contributions	25	23
Employees' contributions	6	6
Total contributions	31	29

Principal actuarial assumptions	2015 %	2014 %
Rate of increase in salaries	3.80	3.70
Rate of increase for pensions in payment	2.30	2.20
Discount rate for scheme liabilities	4.00	4.00
Rate of CPI inflation	2.30	2.20

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2015

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### 17 Pensions and similar obligations

#### Sensitivity Analysis

Scheme liabilities have been valued at £270k (2014: £222k). The measurement of these liabilities would change in the event that key assumptions underlying their valuation changed.

If the discount rate were to increase by 0.1%, liabilities would be measured at £263k (2014: £216k)

If the inflation rate were to increase by 0.1%, liabilities would be measured at £276k (2014: £228k)

If the life expectancy were to increase by a year, liabilities would be measured at £274k (2014: £226k)

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

	2015 Years	2014 Years
Retiring today		
- Males	23.1	23.0
- Females	25.5	25.4
Retiring in 20 years		
- Males	25.4	25.3
- Females	28.4	28.3

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2015

### 17 Pensions and similar obligations

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

	2015 Expected return %	2015 Fair value £'000	2014 Expected return %	2014 Fair value £'000
Equities	6.50	131	7.00	102
Other Bonds	3.60	29	3.80	24
Government Bonds	2.50	-	2.90	-
Cash / Liquidity	0.50	1	0.50	1
Other assets	6.50	19	7.00	16
Total market value of assets		180		143
Present value of scheme liabilities - funded		(270)		(222)
Net pension asset / (liability)		(90)		(79)

#### Assumptions on expected Rates of Return

The expected return on assets is based on the long-term future expected investment return for each asset class as at the beginning of the period.

The assumed investment return on government bonds is the yield on 20 year fixed interest gilts at the relevant date (2.5%). The expected investment return on corporate bonds is based on market yields at the relevant date, less a reduction to reflect a risk of default in the corporate bond yield (3.6% p.a).

The yield on equity investments will contain an "equity risk premium" in addition to the yield on government bonds, the overall expected return on equities as at 31 August 2015 was 6.5% p.a.

Assumed returns on property are based on the expected long term returns on cash investments, plus a premium.

Actual return on fund assets during the year were £5k (2014: £16k).

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2015

### 17 Pensions and similar obligations

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

	2015 £'000	2014 £'000
<b>Operating costs/(income)</b>		
Current service cost (net of employee contributions)	25	22
Past service cost	-	-
	<u>25</u>	<u>22</u>
Total operating charge	25	22
<b>Finance costs/(income)</b>		
Expected return on pension scheme assets	(10)	(9)
Interest on pension liabilities	10	12
	<u>-</u>	<u>3</u>
Net finance costs/(income)	-	3
<b>Total charge/(income)</b>	<u>25</u>	<u>25</u>

#### Actuarial gains and losses recognised in the statement of financial activities

	2015 £'000	2014 £'000
Actuarial (gains)/losses on assets: actual return less expected	4	36
Experience (gains)/losses on liabilities	-	(46)
(Gains)/losses arising from changes in assumptions	7	(3)
	<u>11</u>	<u>(13)</u>
Total (gains)/losses	11	(13)
Cumulative (gains)/losses to date	<u>(32)</u>	<u>(43)</u>

#### Movements in the present value of defined benefit obligations

	2015 £'000	2014 £'000
Obligations at 1 September 2014	(222)	(231)
Current service cost	(25)	(22)
Interest cost	(10)	(12)
Contributions by employees	(6)	(6)
Actuarial gains/(losses)	(7)	49
	<u>(270)</u>	<u>(222)</u>
At 31 August 2015	(270)	(222)

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2015

### 17 Pensions and similar obligations

#### Movements in the fair value of scheme assets

	2015 £'000	2014 £'000
Assets at 1 September 2014	143	141
Expected return on assets	10	9
Actuarial gains/(losses)	(4)	(36)
Contributions by employers	25	23
Contributions by employees	6	6
	<u>180</u>	<u>143</u>
At 31 August 2015	<u>180</u>	<u>143</u>

#### History of experience gains and losses

	2015 £'000	2014 £'000	2013 £'000
Present value of defined benefit obligations	(270)	(222)	(231)
Fair value of share of scheme assets	180	143	141
	<u>(90)</u>	<u>(79)</u>	<u>(90)</u>

Experience adjustment on scheme assets	(4)	(36)	15
Experience adjustment on scheme liabilities	-	46	-
	<u>-</u>	<u>10</u>	<u>15</u>

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

	2015 £'000	2014 £'000
Net income	(123)	48
Capital grants and similar income	(6)	(8)
Investment income	(1)	(1)
Defined benefit pension costs less contributions payable	-	(1)
Defined benefit pension finance costs/(income)	-	3
(Increase)/decrease in debtors	-	(1)
Increase/(decrease) in creditors	102	(11)
	<u>(28)</u>	<u>29</u>
Net cash inflow/(outflow) from operating activities	<u>(28)</u>	<u>29</u>

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2015

<b>19</b>	<b>Reconciliation of net cash flow to movement in net funds</b>	<b>2015</b>	<b>2014</b>
		<b>£'000</b>	<b>£'000</b>
	Increase/(decrease) in cash	(21)	38
	Net funds at 1 September 2014	270	232
	<b>Net funds at 31 August 2015</b>	<b>249</b>	<b>270</b>

<b>20</b>	<b>Analysis of net funds</b>	<b>At 1 September 2014</b>	<b>Cash flows</b>	<b>Non-cash changes</b>	<b>At 31 August 2015</b>
		<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
	Cash at bank and in hand	270	(21)	-	249

#### 21 Commitments under operating leases

At 31 August 2015 the Academy Trust had annual commitments under non-cancellable operating leases as follows:

	<b>2015</b>	<b>2014</b>
	<b>£'000</b>	<b>£'000</b>
Expiry date:		
- Between two and five years	1	1

# **ST. JAMES' R.C. PRIMARY SCHOOL**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

### **FOR THE YEAR ENDED 31 AUGUST 2015**

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#### **22 Related parties**

Owing to the nature of the Academy Trust's operations and the composition of the Board being drawn from local public and private sector organisations, transactions may take place with organisations in which Trustees 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.

During the year the academy purchased clerking and company secretarial services from S Paris for £nil (2014:£1,020). S Paris is a related party by virtue of the fact her husband is a Trustee of the academy. No balances were outstanding at the year end.

T Paris and E Paris both provided services to the school during the year. The academy paid £56 to T Paris and £1,575 to E Paris during the year for their services. No balances were outstanding at the year end. T Paris and E Paris are related parties by virtue of the fact they are the son and daughter of T Paris (a Governor).

C Weeks also provided services to the school during the year. The academy paid £20 for these services and no balance was outstanding at the year end. C.Weeks is a related party by virtue of the fact she is the daughter of L Weeks (a Governor).

During the year the academy purchased bursarial services from Pickhurst Junior School (Company number 07671255) for £4,000. Pickhurst Junior School is a related party by virtue of the fact that R Jasper (a Governor) is also a Governor at Pickhurst Junior School. The academy owes Pickhurst Junior School £4,000 at 31 August 2015 and this is included in Creditors: amounts falling due within one year.

In entering into the transactions the trust has complied with the requirement of the EFA's Academies Financial Handbook.

#### **23 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 or she is a member, or within one year after he or she ceases to be a member, such amount as may be required, not exceeding £10 for the debts and liabilities contracted before he or she ceases to be a member.

#### **24 Agency arrangements**

The academy trust acts as a banker school for the National College for Teaching and Leadership. In the accounting period ending 31 August 2015 the trust received £nil and disbursed £4,598 from the fund. An amount of £nil (2014: £4,598) is included within creditors: amounts falling due in less than one year relating to undistributed funds that are repayable to the National College for Teaching and Leadership.