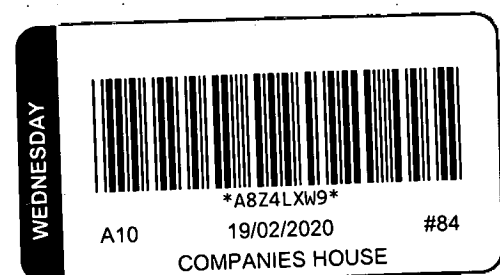

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019



MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

CONTENTS

	Page
Reference and administrative details	1 - 2
Trustees' report	3 - 22
Governance statement	23 - 29
Statement on regularity, propriety and compliance	30
Statement of Trustees' responsibilities	31
Independent auditors' report on the financial statements	32 - 34
Independent reporting accountant's assurance report on regularity	35 - 36
Statement of financial activities incorporating income and expenditure account	37
Balance sheet	38
Statement of cash flows	39
Notes to the financial statements	40 - 63

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 AUGUST 2019**

Members

Mr Christopher Rayers
Mr Martin Thomas
Mr Dominic Michell

Trustees

Mrs Ruth Marion Taii (resigned 10 August 2019)
Mrs Katrina Perry^{3,4}
Miss Phillippa Jones, Headteacher^{2,3,4}
Mr Jon Hall, Co-opted Governor²
Mrs Susie McVay, Co-opted Governor, Vice Chair³
Mrs Emma Wild (resigned 14 January 2019)⁴
Mrs Melanie McCarthy, Chair^{3,4}
Mrs Bethany Budhan (resigned 31 December 2018)
Miss Caroline Lawrence, Co-opted Governor^{3,4}
Mrs Patricia Clements, Parent rep²
Mr Graham Hotchkiss, Co-opted Governor^{2,3}
Mr Andy Earnshaw (appointed 14 January 2019)²
Mrs Lucinda Bishop (appointed 9 May 2019)²

² Finance, Premises & personnel committee member

³ Standards & curriculum committee member

⁴ Performance Management

Company registered number

08792831

Company name

Milton Manor Primary Academy

Principal and registered office

Carrant Road
Milton
Tewkesbury
Gloucestershire
GL20 8AR

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE ACADEMY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 AUGUST 2019**

Advisers (continued)

Company secretary

Mrs Sarah du Feu

Chief executive officer

Miss Phillippa Jones

Senior management team

Miss Philippa Jones, Headteacher

Mr Adam Sallis, Year 5/6 Leader, Assistant Head Appointed 01/01/2019

Mrs Kathryn Wilson, KS2 Lead

Miss Harley Hopson, EY and KS1 Lead

Mrs Sarah Du Feu, Business Manager

Independent auditors

Randall & Payne LLP

Chartered Accountants and Statutory Auditors

Chargrove House

Shurdington Road

Cheltenham

Gloucestershire

GL51 4GA

Bankers

Lloyds Bank Plc

19 High Street

Tewkesbury

Gloucestershire

GL20 5AW

Solicitors

Lee Bolton Monier-Williams Solicitors

1 The Sanctuary

Westminster

London

SW1P 3JT

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2019

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements and auditor's report of Mitton Manor Primary Academy (the Academy) for the year ended 31 August 2019. The Annual report serves the purposes of both a Trustees' report, and a Directors' report under company law.

Mitton Manor Primary Academy is currently a single school academy which came into being following conversion effective 1st January 2014. The school is a single entry Primary school covering Key Stages 1 and 2. The school is located in the Mitton area of Tewkesbury in Gloucestershire. It has a normal capacity of 210 and for the 2018/2019 school year supported a number on roll of 209.

Structure, governance and management

CONSTITUTION

The Academy Trust became a company limited by guarantee and an exempt charity on 27th November 2013.

The charitable company's Memorandum and articles of Association are the primary governing documents of the academy trust.

The Trustees of Mitton Manor Primary Academy are also the directors of the charitable company for the purpose of company law.

The charitable company is known as Mitton Manor Primary Academy.

Details of the Trustees who served during the are included in the Reference and administrative details on page 1.

The trust operates an academy for pupils aged 4 – 11 serving a catchment area of Mitton. It has a pupil capacity of 210 and had a roll of 209 in the school census on 17th May 2019.

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 they ceased to be a member.

METHOD OF RECRUITMENT AND APPOINTMENT OR ELECTION OF TRUSTEES

Directors are appointed under the terms of the articles of Association to ensure a broad skill base is covered:

The Board of the Directors should be no greater than 18 and is made up of the following:

- a. Up to 8 Directors appointed under article 50 (The members may appoint upto 8 Governors)
- b. Up to 3 Academy Directors (Members who must not be Trustees)
- c. The Headteacher
- d. 2 Parent Directors
- e. Up to 4 co-opted Governors

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2019

For the year ending 31st August 2019 the Governing Body consists of:

8 Members

2 Parent Governors (1 resignation 10/08/2019)

1 Staff (Headteacher)

7 Co-opted Governors

1 Vacancy (from 10/08/2019, Parent Representative)

Current Appointment of Governors through the Articles of Association

- The Members may appoint up to 8 Governors
- The Members may appoint Staff Governors through such process as they may determine.
- The total number of Governors (including the Headteachers) who are employees of the Academy Trust shall not exceed one third of the total number of Governors.
- The Parent Governors shall be elected by parents of registered pupils at the Academy. A parent governor must be a parent of a pupil at the Academy at the time when they are elected.
- The Governing Body shall make all necessary arrangements for, and determine all other matters relating to, an election of Parent Governors, including any question of whether a person is a parent of a registered pupil at the Academy. Any election of Parent Governors which is contested shall be held by secret ballot. The arrangements made for the election of a Parent Governors shall provide for every person who is entitled to vote in the election to have an opportunity to do so by post or, if they prefer, by having their ballot paper returned to the Academy Trust by a registered pupil at the Academy.
- Where a vacancy for a Parent Governor is required to be filled by election, the Governing Body shall take such steps as are reasonably practical to secure that every person who is known to them to be a parent of a registered pupil at the Academy is informed of the vacancy and that it is required to be filled by election, informed that he is entitled to stand as a candidate, and vote at the election, and given an opportunity to do so.
- The number of Parent Governors required shall be made up by Parent Governors appointed by the Governing Body if the number of parents standing for election is less than the number of vacancies.
- In appointing a Parent Governor the Governing Body shall appoint a person who is the parent of a registered pupil at the Academy; or where it is not reasonably practical to do so, a person who is a parent of a child of compulsory school age.
- Co-opted Governors – The governors may appoint Co-opted Governors. A 'Co-opted Governor' means a person who is appointed to be a Governor by being Co-opted by Governors who have not themselves been so appointed. The Governors may not co-opt an employee of the Academy Trust as a Co-opted Governor if thereby the number of Governors who are employees of the Academy Trust would exceed one third of the total number of Governors (including the Headteacher)
- Staff trustees are currently voted onto the Governing Body via school vote. New guidelines (Academies Financial Handbook section 1.3.6) state that whilst the members can decide whether to appoint the trusts senior executive leader (accounting officer) as a trustee, the Department's strong preference is for no other employees to serve as a trustee in order to retain clear lines of accountability. In light of this the Full Governing Body will discuss current staff representation. Staff representatives will no longer attend meetings in the role of a trustee but will attend subcommittee meetings to provide their expertise and continue the link between strategic trustees and the operational team

POLICIES AND PROCEDURES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES

Training and induction for Governors will depend on prior experience and or knowledge. Most induction is carried out in house but external trainers may be brought in or Governors may attend external training provision as appropriate. An induction package has been produced which is provided to all new Governors, they will also be assigned a mentor from the existing Governors to help them through the process. All new Governors are expected to attend training provided by the Local Authority Governors Services or Tewkesbury District Partnership. Governors are also expected to undergo mandatory Safeguarding training which is facilitated through the Academy. Governors are provided with all the documents they need to undertake their role as well as having internet access to resources through the Key for Governors.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2019

Regular skills audits for the Governors are carried out in order to identify any areas of weakness in order for corrective action to be taken.

PAY POLICY FOR KEY MANAGEMENT PERSONNEL

The Headteacher and various members of staff are responsible for arranging Performance Management meetings twice a year; the initial meeting is to discuss progress and set objectives and targets. These are then discussed at a mid-year review and a recommendation will be made with regard to pay scales. Recommendations will be discussed and agreed at a Finance and Personnel Committee meeting and then ratified at the Full Governing Body. Whilst the Governors and the Finance Committee are able to determine pay scales for a Headteacher, the Headteachers pay is set on appointment using national scale guidelines whenever possible. Performance managements for the Headteacher are carried out by a member and a maximum of 2 governors. The member and the trustees are responsible for setting and agreeing the targets for the Headteacher and for completing a mid year review.

Pay scales are determined through the school Pay Policy which is set using recommendations from Gloucestershire County Council. The pay policy is set using guidance and recommendations from the School Teachers Pay and Conditions Document and Conditions of Service for School Teachers in England and Wales.

Members of the Senior management team (SMT) also receive performance management reviews from Line Managers within school. These again discuss and set objectives for the year. The previous years objectives are reviewed in September and these will determine whether the SMT member will receive any pay increments (these are set against Government guidelines and payscales are determined through Gloucestershire County Council). Performance management reviews are then discussed with the Headteacher and pay increments will be reported to the Finance Committee for ratification.

ORGANISATIONAL STRUCTURE

The Board of Trustees formally meets three times per year. 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 two sub-committees as follows;

- **Finance, Personnel and Premises 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 and reporting, receiving internal assurance reports and drafting the annual budget including setting staffing levels. It also incorporates the role of an audit committee. It also deals with personnel, premises and health and safety matters.
- **Standards and Curriculum Committee** - this meets at least 3 times a year and is to, evaluate and review Academy policy, practice and performance in relation to curriculum planning, communications, target setting and assessment, examinations and all pastoral issues.

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

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2019

The Trustees 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 Trustees have devolved responsibility for day to day management of the Academy to the Headteacher and Senior Leadership Team (SLT). The SLT comprises the Headteacher, Early Years/Key Stage 1 Phase leader, KS2 Phase Leader, Assistant Headteacher and the Business Manager. The SLT implement the policies laid down by the Trustees and report back to them on performance.

TRADE UNION FACILITY TIME

Under the provisions of the Trade Union Facility Time Publication Requirements) Regulations 2017 where an academy trust has more than 49 full time equivalent employees, information must be published.

Milton Manor Primary School has less than 49 full time equivalent employees, therefore, this does not apply.

CONNECTED ORGANISATIONS, INCLUDING RELATED PARTY RELATIONSHIPS

At present Milton Manor Primary School is the only organisation related to Milton Manor Primary Academy.

TRUSTEES' INDEMNITIES

Trustees benefit from indemnity insurance purchased through the RPA scheme at the Academy Trust's expense to cover the liability of the Trustees.

Governors Liability Expense

The RPA Administrator will subject to the Definitions, Extensions, Exclusions and Conditions of the Rules indemnify.

1. The member in respect of losses arising as a result of indemnifying and Indemnified Person in accordance with its legal obligations, for loss arising from Claims made against the Indemnified Person, during a membership year.
2. An Inactive Academy Trust that is a former member in respect of losses arising as a result of indemnifying and indemnified Person in accordance with its legal obligations, for loss arising from claims made against the indemnified Person, during a Membership year or subsequent period up to the point the Inactive Academy Trust is dissolved.

Provided always the RPA Administrator shall not be liable for any claim where the cause of such claim occurred or that was alleged to have occurred prior to the date of the signing of the funding agreement for the relevant academy. To the extent that an indemnity is provided by an insurance policy, for claims that the Member had prior knowledge of before opting to join the RPA and for claims from an Inactive Academy trust that was not a member at the point in time that it became inactive.

Limit of Liability

The RPA limit of liability in respect of each academy shall be £10,000.00 each and every loss and shall be the maximum aggregate liability of the RPA Administrator from all losses from and academy whose Academy Trust is a member during any one membership year.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2019

Strategic report

Objectives and Activities

OBJECTS AND AIMS

The principal object and activity of the Academy is to advance for the public benefit education in the United Kingdom, in particular by establishing, maintaining, carrying on, managing and developing a school, offering a broad range of curriculum for pupils of different abilities.

The principal object and activity of the Charitable Company is the operation of Mitton Manor Primary School Primary Academy to provide free education and care for pupils of different abilities between the ages of 4 and 11.

OBJECTIVES, STRATEGIES AND ACTIVITIES

At Mitton Manor Primary School our vision of the education of our pupils is clear: 'Try, Enjoy, Achieve and Move Forward'. Our 'TEAM' motto underpins every aspect of school life and is key to ensuring high levels of motivation, enthusiasm and excitement in learning.

TRY	We strive to do our best and persevere even when faced with a challenge.
ENJOY	We enjoy learning and make the most of the experiences that are on offer to us.
ACHIEVE	By working hard we make progress and achieve the goals that we set for ourselves.
MOVE FORWARD	We do not rest on our laurels and are always looking for ways to improve.

The Headteacher along with the Senior Management Team complete a school development plan for the academic year. This is then reviewed throughout the year to ensure objectives are being met.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2019

The objectives for 2018/19 were:

TRY ASPECT: Teaching and Learning
--

KEY FOCUS FOR 2018/ 2019:

- **Strengthen the teaching of Reasoning and Multiplication to improve outcomes of learning.**
 - To improve the quality of teaching of Multiplication and Reasoning
 - To ensure strategies are fully imbedded and consistent across the school
 - To raise pupil and parents awareness of mathematical skills

- **Develop the standards in the teaching and engagement if writing with a particular focus on boys**

- SPAG and reading implemented across different context and genre including poetry so that it is taught as part of the English Curriculum and not in isolation.
- Improve quality of teaching of Reading and SPAG
- Develop partnerships with parents to link home learning of reading and SPAG

- 3. Computing to be taught effectively across the Curriculum to engage pupils in their learning**
 - To use computing / technology to ensure learning meets the needs of all our pupils from EY to Y6
 - To improve the quality of teaching, learning & assessment in or using technology.
 - Opportunities for the teaching of computing is considered in all planning and is embedded into the curriculum

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2019

ENJOY
ASPECT: Attitudes and Values

KEY FOCUS FOR 2018/19

- **To increase opportunities for Forest school learning to develop pupils ability to take risks and solve problems.**
 - Ensure the facilities for outdoor learning are developed and offer opportunities for activities that are purposeful
 - Y3 teacher to attend and gain qualification in Forest schools
 - Further develop the use of outdoor learning by sharing and reviewing good practice
- **Enrichment activities weeks to develop pupil's skills in team building, sharing ideas and enable pupils to engage in aspirational opportunities.**
 - Subject Leaders to ensure pupils have opportunities to develop skills and become inspired in learning.
 - Subject Leaders to develop activity day./weeks to create opportunities for pupils from different year groups to work together
 - Pupils to gain experiences and engage in aspirational activities.
- **To develop opportunities for pupil's physical activity to further improve their well-being.**
 - Develop the engagement of children in regular physical activity, both in and out of school.
 - Ensure a broader experience of a range of sports and activities is offered to all pupils.
 - Ensure pupils that are less motivated by PE have opportunities to keeping fit and stay healthy

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2019

ACHIEVE

ASPECTS: Standards and Achievements

KEY FOCUS FOR 2018/19:

- 1. Subject leaders to have an increased knowledge of pupils achievements and progress across all year groups**
 - Ensure class teachers are making accurate judgements of pupils achievement and progress in English, Maths, Science and Foundation subjects
 - Embed practice enabling class teachers to identify pupils or groups meeting Age Related and Greater Depth expectations.
 - Subject leaders to have a good knowledge and awareness of pupil's achievements in subjects across the school, identifying gaps in learning.

- 2. To increase the number of children meeting and achieving aspirational targets.**
 - Further imbed strategies to monitor the attainment and progress of the more able pupils
 - Leaders to closely monitor pupils starting points and track pupils to an increased numbers of pupils achieve aspirational targets
 - Ensure that teaching and learning activities challenge **all** pupils.

- 3. To ensure effective practice of the quality of provisions of teaching assistants**
 - To ensure all Teaching assistants have a good knowledge of age related expectations and effectively support the learning of all pupils
 - To further develop the monitoring of all teaching assistants to ensure all staff are effectively developed
 - To closely monitor the delivery of interventions to ensure provisions are effective in supporting pupils learning

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2019

4. MOVE FORWARD
ASPECT: Community Cohesion and Partnership
KEY FOCUS FOR 2018/19
<ol style="list-style-type: none">1. To introduce and develop resilience to learning amongst pupils and further engagement of parents<ul style="list-style-type: none">To develop pupils attitudes to learning ensuring they feel valued and aspire to do their best in learningTo To further develop strategies to engage parents to support the learning of pupils2. To develop and further imbed the THRIVE approach in ensuring emotional wellbeing needs of pupils are met.<ul style="list-style-type: none">To further improve the quality of provisions and support for pupils with emotional and social needsTo ensure strategies are effective in raising children's self-esteem, confidence and resilience to learnTo provide further support and engagement with parents.3. To take part in Community events and develop the role of the pupil groups in proactively making school improvements.<ul style="list-style-type: none">To ensure all pupil groups have key focuses and roles in developing and striving for school improvementsTo provide opportunities for pupil groups to work with the local community in find raising activities to develop their skills as leaders.

The Governors use the following key measures to assess the success of the activities of the company;

- The School Development Plan
- Self-Evaluation Form
- DATA bench marking and SATS results
- Findings and observations from external assessors and moderators
- Performance Management
- Termly Headteacher reports and performance management process
- Financial monitoring through audit, responsible officer visits and SBM monthly and termly reports

PUBLIC BENEFIT

The Trustees 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 in future activities.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2019

Achievements and performance

KEY PERFORMANCE INDICATORS

The SDP for 2018/19 identified the following as the Key Performance indicators for the year (please see Objectives, Strategies and Activities for more information)

Ofsted outcomes and analysis of Data sets provide good indicators as to how well the school is achieving in aims to provide the best possible education for every child. This will be achieved by improving the quality of teaching and learning and thus ensuring every pupil achieves their full potential.

The school uses the following sets of information, for self-evaluation purposes, and to inform school improvement:

- Pupil Progress data
- Quality of teaching
- Attendance figures
- Behaviour reports
- Parent Questionnaire outcomes

KEY FINANCIAL PERFORMANCE INDICATORS (continued)

Attendance Data

Pupils attendance continues to be the strength of the school. The overall attendance rate is above the national average at 96.9%.

Summary of FMR

The Academy's funding Agreement is not subject to a specific carry forward limit on the amount of the GAG funding, the main performance indicator is the level of reserves held at the balance sheet and, in particular, the amount of GAG funding carried forward at the balance sheet date. At 31st August 2019, the balance of the restricted fund was £33,748.

Pupil Numbers

As the majority of the Academy's funding is based on pupil numbers, this is also a key performance indicator. Pupil numbers reported for the 18/19 annual budget was 210 pupils. Mitton Manor Primary School is a popular school with a current waiting list of 5 pupils.

Staff costs

Finally staff costs are another Key Performance Indicator for the Academy and the percentage of total staff costs to GAG funding for the period was 93%.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2019

The following tables show details of the attainment levels in Key stages 1 and 2 for 2018-2019:

Standards and Achievement Results from 2018/19

Key Stage 1

	Reading			Writing			Maths		
	School	National	LA	School	National	LA	School	National	LA
Expected or above ALL	83%	75%	75%	73%	70%	69%	83%	76%	75%
Expected or above MALE	76%	71%	71%	59%	63%	62%	82%	75%	75%
Expected or above FEMALE	92%	80%	79%	92%	77%	75%	85%	77%	76%
Greater Depth ALL	27%	26%	26%	17%	16%	14%	23%	22%	20%
Greater Depth MALE	22%	22%	23%	12%	12%	11%	24%	24%	23%
Greater Depth FEMALE	46%	29%	29%	31%	20%	18%	31%	20%	17%

Key Stage 2

	Average SS			% Scored Lower than 100			% Achieved Scaled Score or Higher			% Greater Depth		
	LA	National	School	LA	National	School	LA	National	School	LA	National	School
Reading	105	105	108	25%	-	9.7%	75%	75%	90%	30%	28%	35%
GPS	105	105	108	23%	-	6.5%	77%	78%	93%	33%	35%	42%
Maths	104	104	105	26%	-	13%	74%	76%	87%	22%	24%	16%
Writing	-	-	-	23%	-	20%	77%	78%	80%	20%	20%	19%
RWM	-	-	-	-	-	-	63%	64%	74%	10%	10%	10%

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2019

KEY FOCUS FOR 2019/20

4. MOVE FORWARD
ASPECT: Community Cohesion and Partnership

KEY FOCUS FOR 2019-2020

- 1. To develop resilience to learning amongst pupils and further engagement of parents**
 - To develop pupils attitudes to learning ensuring they feel valued and aspire to do their best in learning
 - To To further develop strategies to engage parents to support the learning of pupils
- 2. To partnership with pre-school to ensure baseline and end of year assessment match the new EYFS framework.**
 - To ensure effective liaison to moderate levels of judgements in baseline, mid year and end of year attainment of the EYFS expectations
 - To develop transition of practice and ensure consistency of standards across pre-school to EY setting.
- 3. To take part in Community events and develop the role of the pupil groups in proactively making school improvements.**
 - To ensure all pupil groups have key focuses and roles in developing and striving for school improvements
 - To provide opportunities for pupil groups to work with the local community in fund raising activities to develop their skills as leaders.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2019

Financial review

GOING CONCERN

The Governors and staff of Mitton Manor Primary Academy have invested both time and money in the continuing improvement of the learning environment for pupils and work environment for staff. During the year enhancements have been made in the development of the Outside play area following Section 106 funding, purchase of touch screen interactive monitors for 2 classrooms, implementation of Forest school training and investment in new curriculum systems such as handwriting books and intervention programmes.

Future plans include more improvement to learning ICT, developing more opportunities for outdoor learning (Forest Schools), creating links with other partnerships and schools to promote and develop practice, to partner with Pre School to ensure baseline and end of year assessment meet the EYFS Framework and to continue to improve Wellbeing within school.

As a charitable company Mitton is dependent on the funding arrangements with the EFA to remain as a going concern. The staff and governors have produced a detailed school development plan. This is used together with a 3 year budget plan which is constantly being updated to reflect changes within school.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2019

FINANCIAL REVIEW

Most of the Academy's income is obtained from the DfE via the ESFA 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 2019 and the associated expenditure are shown as Restricted Funds in the Statement of Financial Activities.

Funding obtained through the DfE via the ESFA has ensured that we have supported the key objectives identified in our School Development Plan. Resources have been purchased to embed the new curriculum, continuing to embed THRIVE through school ensuring pupils wellbeing needs are being met.

The Academy has taken on the deficit in the Local Government Pension Scheme in respect of its non-teaching staff transferred on conversion. The deficit is incorporated within the Statement of Financial Activity.

Key financial policies adopted or reviewed during the year include the Finance Policy which lays out the framework for financial management, including financial responsibilities of the Board, Headteacher, managers, budget holders and other staff, as well as delegated authority for spending. Other policies reviewed and updated included Charges, Lettings, Gifting, Best Value and Fraud Trustees. Mitton Manor Primary School have appointed Randall and Payne LLP as our Responsible Officer. They undertake a programme of internal checks on the financial controls. During the year, the Trustees received 1 report from the Responsible Officer/internal audit which contained no matters of significance.

RESERVES POLICY

The Governors review the reserve levels of the Academy annually. The Governors feel it is important that funding received during a financial year is spent for the benefit of the pupils on roll at that time, whilst recognising the need for prudent accounting. Governors have determined that the appropriate level of free cash reserves in any one year should be between 5% and 8% of income, £38,937 - £62,299. Reviewing figures for restricted and unrestricted funds from 17/18 and 18/19 show a difference of £17,069. Reserves are substantially lower than the determined 5-8%. This reserves expectation will be reviewed in the new school year bearing in mind pay awards and pension contribution increase. This ensures the going concern of the school whilst ensuring that the pupils benefit from the funds made available to them. Any surplus over and above this amount is invested in the school improvement of learning environment and resources.

Total reserves at the end of the period are made up of the following:

Restricted funds	£ 33,748
Restricted fixed Asset Fund	£1,409,943
Pension Reserve	(£ 468,000)
Unrestricted Funds	£ 81,919
Total	<u>£ 1,057,610</u>

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2019

Within the reserves policy users should note that, because of the accounting for the Local Government Pension Scheme (LGPS) the academy recognises a significant pension fund deficit of £468,000 (taken from the FRS102 report). This deficit is included within restricted funds. This does not lead to an immediate liability for this amount. The deficit is being dealt with by the actuary. Users should also note that a surplus or deficit position of the pension scheme would generally result in a cash flow effect for the Academy Trust in the form of an increase or decrease in employers' pension contributions over a period of years. The Academy Trust thus takes this fact into account when reviewing current business plans and budgets, ascertaining how the pension costs might affect budgets in the future. On the basis that increased pension contributions should generally be met from the Academy Trust budgeted annual income, whilst the deficit might not be eliminated, there should be no actual cash flow deficit on the fund or direct impact on the unrestricted reserves of the Academy Trust due to the recognition of the deficit.

INVESTMENTS POLICY

Milton Manor Primary Academy operates a Lloyds Bank current account and any surplus cash remains in this account in order to ensure that the school is able to meet any financial obligations. The school does not invest in any other financial activity in order to protect public money.

Principle Risks and Uncertainties

The Trustees have assessed the major risks to which the Academy is exposed, in particular those relating to the specific teaching, provision of facilities and other operational areas of the Academy and its finances. The Trustees have implemented a number of systems to assess risks that the Academy faces, especially in the operational areas (e.g. in relation to teaching, health and safety, bullying and school trips) and in relation to the control of finance. They have introduced systems, including operational procedures (e.g. vetting of new staff and visitors, safeguarding and child protection) and internal financial controls in order to minimise risk.

Systems currently in place to minimise financial risk:

- Monthly Finance meetings with Headteacher and SBM
- Monthly Finance/Budget reporting to Chair of Finance and HT
- Termly meetings with Chair of Finance Committee and SBM
- Systems Audit through Randall and Payne LLP
- Finance Regulations Manual
- Financial Risk Assessment

Where significant financial risk still remains they have ensured they have adequate insurance cover. The Academy has a good system of internal controls and this is explained in more detail in the statement on internal control.

The scale of future funding from the DfE for Academies continues to be a major uncertainty, particularly for a small school, where small variations in pupil numbers are critical. The Governors are aware of this uncertainty, and are taking steps to market and promote the school to encourage growth in pupil numbers.

The staff and Governors of Milton Manor Primary School have collaboratively compiled a Risk Register report identifying the possible risks to the school, the likelihood of occurrence and the level of impact should the risk occur. This report also assigns a person/group responsible for managing the risk and how the risk could be treated.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2019

The areas of risk have been identified and encompass the following;

Risk Area	Responsible Person
▪ Operational Risk	HT/FGB/SMT
▪ Strategic & Reputational Risk	HT/FGB/SBM/F & P committee
▪ Financial Risk	HT/FGB/SBM
▪ Compliance Risk	HT/FGB/SMT

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2019

Category	Sub category	Specific	Control procedures	Who responsible
Income risk	Grant receivable risks	Grants receivable not used for the purposes for which they are given	Use finance policy rigorously. Ensure money applied as intended Internal and external audits in place	SBM/HT/ F & P/RO
	GAG received late or sum reduced		Cash managed prudently	SBM/HT/ F & P/RO
Financial	Statutory accounts risk	Risk that legislative requirements are not known or complied with	Complete review of Finance policy and procedures and ensure these are implemented robustly; follow advice of auditor	SBM/HT/FGB
	Accounting standards risk	Risk that legislative requirements are not known or complied with		SBM/HT/FGB
	Value for money	Purchase price risk	Regular reviews of suppliers, follow Best Value Policies	SBM/HT/ F & P
Financial systems risk	Disaster risk	Risk that financial information cannot be recovered in the event of a disaster	Daily back up arrangements – information kept off site. Business Continuity Plan completed	SBM/HT/SMT/ FGB
	Access risk	Risk of unauthorised access to financial system	Robust data protection and security within school	SBM/HT
Related party risks	Identification risk	Risk that related party transactions with connected persons are not identified	Declaration of interest forms completed annually	SBM/CLERK
Funds risk	Level of funds	Risk that unrestricted funds are in deficit and restricted funds are in surplus	Ensure robust budget management	SBM/HT/FGB/ F & P/RO/ACCOUNTANTS

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2019

This report will be reviewed on an on-going basis and any issues will be raised within the Finance Committee of the Governing Body.

FUNDRAISING

For the year 18/19 the schools approach for fundraising has been through the School Council committee in School. The School Council along with the SBM and Teachers arrange a fundraising programme for the academic year to enable them to contribute towards set resources. Fundraising is managed through a separate account that is not audited by Randall and Payne LLP.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2019

Plans for future periods

PLANS FOR FUTURE PERIODS

Emerging priorities identified within the SDP 2019-2020:

2019/2020	
TRY	<ul style="list-style-type: none">▪ Strengthen and develop a broad and balanced Curriculum to ensure knowledge is developed▪ Strengthen the teaching of multiplication to improve the outcomes of learning▪ Develop standards in teaching of oracy skills to enable pupils to write for purpose and imagination
ENJOY	<ul style="list-style-type: none">▪ To increase opportunities for Forest school learning to develop pupils ability to take risks and solve problems.▪ To ensure enrichment activities are developed to provide aspirational opportunities for all pupils.▪ To develop opportunities for physical activity to increase pupils wellbeing.
ACHIEVE	<ul style="list-style-type: none">• School leaders to have an increased knowledge of vulnerable pupils achievement and progress• Increase the number of children meeting and achieving aspirational targets and greater depth in R/W/M• To ensure foundation subjects are assessed effectively and co-ordinators have a good knowledge of progress and achievement of pupils.
MOVE FORWARD	<ul style="list-style-type: none">▪ To develop resilience to learning amongst pupils and further engagement of parents▪ To partnership with pre-school to ensure baseline and end of year assessment match new EYFS framework <p>To take part in Community events and develop the role of pupil groups in proactively making school improvements</p>

FUNDS HELD AS CUSTODIAN

Milton Manor Primary School does not act as a custodian of funds on behalf of others.

DISCLOSURE OF INFORMATION TO AUDITOR

Insofar as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustees have taken all the 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.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2019

AUDITOR

The auditor, Randall & Payne LLP, have indicated their willingness to continue in office. The Designated Trustees will propose a motion re-appointing the auditor at a meeting of the Trustees.

The Trustees' report, incorporating a strategic report, was approved by order of the Board of Trustees, as the company directors, on 9 December 2019 and signed on its behalf by:



Mrs Melanie McCarthy
Chair of Trustees



Miss Phillippa Jones
Accounting Officer

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

GOVERNANCE STATEMENT

SCOPE OF RESPONSIBILITY

As accounting officer, we acknowledge we have overall responsibility for ensuring that Mitton Manor Primary Academy 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 Trustees has delegated the day-to-day responsibility to 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 Mitton Manor Primary Academy and the Secretary of State for Education. They are also responsible for reporting to the Board of Trustees 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 of Trustees has formally met 4 times during the year. Attendance during the year at meetings of the Board of Trustees was as follows:

Trustee	Meetings attended	Out of a possible
Jon Hall	4	4
Mell McCarthy	4	4
Suzie McVay	4	4
Phillipa Jones	4	4
Katrina Perry	4	4
Trish Clements	4	4
Caroline Lawrence	4	4
Graham Hotchkiss	4	4
Andy Earnshaw	3	3
Lucinda Bishop	2	2
Emma Wild	1	1
Ruth Taii	3	4

Whilst the school have not managed to have 6 Full Governing Body meetings in the school year, there has been an increase in the amount of Business Committee Meetings. The Business Committee held 5 meetings within the school year 2018/19 and have increased these to 6 for the school year 2019/20. Each meeting covers the current financial situation with up to date accounts. Staffing is a standard agenda item and contracts are reviewed to ensure best value. Budget reports are prepared monthly and are emailed to all members of the Business Committee to enable them to question and challenge if necessary. Monthly meetings are also held between the Headteacher and School Business Manager to ensure effective budget management.

The Governing Body is led by the Chair, elected by the Governing Body from within its membership, though anyone who works for the school cannot stand for the office. The Chair is supported in their work by one vice chair, who is delegated certain tasks or responsibilities. The process for election of Chair and Vice Chair and their term of office is laid down in the schools Articles of Association.

The Governors are supported in their work by the Clerk to the Governing Body. The Clerk is considered an integral part of the governing body, although they are not entitled to vote. Their role is primarily one of providing advice and interpretation on the regularity and administrative framework in which Governors work, preparing and distributing minutes and agenda, keeping records and dealing with correspondence.

The Headteacher of the school is responsible for day to day management of the school. The role of the Governing Body is to provide strategic management, and to act as a 'critical friend', supporting the work of the Headteacher and other staff.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

GOVERNANCE STATEMENT (continued)

Governors also have a role of monitoring the school's progress, and in setting annual targets for the school's performance and for the Headteacher and ensuring that the Headteacher sets targets for other staff.

Governance Reviews

Each year the Governing Body produce a self-assessment against the Governor Mark Framework. Governor Mark is a quality standard for School Governing Bodies in England. It was developed in 2006. The process involves an assessment against a detailed framework covering all aspects of the responsibilities of school governance. The output of this is an action plan that Governors use to improve what they do. Example of actions include a skills audit. A list of Governor visits etc. The areas reviewed include:

- Organisation and Teamwork
- Strategic Leadership
- Recruitment and Retention
- Statutory Responsibilities
- SEF review and change
- Strengths and Weaknesses
- Principles of Good Governance
- Support and Challenge

The impact includes supporting:

School improvement
Every Child Matters
The Life of the School
The Community

Committees

Our Governing Body uses a committee structure to undertake their monitoring and evaluation roles. Membership and terms of committees are determined annually. At Mitton we have a Full Governing Body meeting and make use of the following committees: Finance, Personnel and Premises and Standards and Curriculum.

The Finance and Personnel Committee

Jon Hall - Elected Chair October 2018

- In consultation with the Headteacher and Business Manager, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the Academies Financial Manual
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To draft and keep under review the staffing structure in consultation with the Headteacher
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

GOVERNANCE STATEMENT (continued)

- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence. To make recommendations on personnel related expenditure to the Governing Body
- To annually inspect (during March), the premises and grounds and prepare a statement of priorities, in preparation for the Annual Premises liaison meeting. The inspection report to be approved by the full Governing Body
- To advise the Governing Body on priorities, including Health & Safety, for the maintenance and development of the school's premises
- To oversee the preparation and implementation of contracts
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Finance Committee, on premises-related expenditure
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids
- To prepare lettings and charging policy for the approval of the full Governing Body, in liaison with the Finance Committee
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to Governing Body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan
- To ensure any necessary liaison with the Local Education Authority
- To ensure the Governors responsibilities are discharged regarding litter under the Environmental Protection Act 1990.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

GOVERNANCE STATEMENT (continued)

Attendance at meetings in the year was as follows:

Trustee	Meetings attended	Out of a possible
Emma Wild	0	1
Jon Hall, Chair	4	5
Phillipa Jones	5	5
Graham Hotchkiss (elected 23/04/2018)	5	5
Patricia Clements (elected 22/01/2018)	5	5
Mel McCarthy	4	5
Andy Earnshaw	3	3
Lucinda Bishop	1	1

Standards and Curriculum

Katrina Perry - Chair (elected October 18)

- To consider and advise the Governing Body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.

The Chair and the Head also meet/talk regularly to discuss issues as they happen and where necessary these are taken to the various committees.

Attendance at meetings in the year was as follows:

Trustee	Meetings attended	Out of a possible
Ruth Taei	2	3
Phillipa Jones	3	3
Katrina Perry	3	3
Suzie McVay	2	3
Caroline Lawrence	3	3
Graham Hotchkiss	1	2
Patricia Clements	1	1

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

GOVERNANCE STATEMENT (continued)

REVIEW OF VALUE FOR MONEY

As Accounting Officer, the Headteacher has responsibility for ensuring that the Academy 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'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 has delivered improved value for money during the year by:

- Ensuring that resources are directed where they are most needed and most effective in meeting educational requirements
- Developing the assessment, tracking and monitoring processes to ensure data is used to inform planning, target intervention and support differentiation, including regular internal and Senior Leadership Team meetings to review progress and impact of intervention for different groups of pupils
- The Academy constantly reviews its staffing structure to ensure that staff are deployed effectively to support individual pupils and the curriculum.
- The Academy invests highly in Inclusion Support staff, providing training and ensuring that SEN/FSM children review the correct amount of support
- Carrying out review of third party contracts as they become due and replacing with better value ones where possible i.e. in the current year we have reviewed and changed suppliers for our photocopier contract to ensure better value and service.

Example of steps taken to ensure value for money when purchasing include:

- Exploring alternative options both online and through suppliers to find the best value
- Working with other local schools in partnership to identify products and services that can be procured across a number of schools in order to drive down costs and/or negotiate favourable rates e.g. assessments data systems, maintenance and resources
- The Academy is part of the Local Schools partnership – each school pays an annual charge, the partnership is influential in ensuring best value that enables schools to procure training (at a reduced rate or free of charge), discounts for school resources
- Constantly ensuring that we follow the tendering/quotes process as detailed in the Academy Finance manual for significant purchases and/or contracts
- Ensuring that the academy uses Service Level Agreements purchased through the local council to its best advantage.

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 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 Mitton Manor Primary Academy for the year 1 September 2018 to 31 August 2019 and up to the date of approval of the annual report and financial statements.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

GOVERNANCE STATEMENT (continued)

CAPACITY TO HANDLE RISK

The Board of Trustees has reviewed the key risks to which the Academy 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's significant risks, that has been in place for the year 1 September 2018 to 31 August 2019 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the Board of Trustees.

The school has developed a system of controls and checks and the Headteacher and Business Manager hold regular meetings to review the finances. The Business Manager is in attendance at all Governing Body finance meetings and holds regular meeting with the Chair of Finance and Personnel committee and responsible office. The finance manual details the procedures and systems to be used by all budget holders. A copy of the manual is available from the Business Manager and policies have been put in place to support procurement etc which staff are fully aware of.

THE RISK AND CONTROL FRAMEWORK

The Academy'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 Trustees;
- 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 Trustees has considered the need for a specific internal audit function and have appointed Randall & Payne LLP to provide internal assurance reporting.

The internal assurance report includes giving advice on financial matters and performing a range of checks on the Academy's financial systems. Unfortunately an internal assurance visit was not completed within the current period and as a result, a regularity breach has been noted.

On a regular basis, the auditor reports to the Board of Trustees through the audit committee on the operation of the systems of control and on the discharge of the Board of Trustees' financial responsibilities.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

GOVERNANCE STATEMENT (continued)

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 internal assurance reviewer;
- the work of the external auditors;
- the financial management and governance self-assessment process;
- the work of the executive managers within the Academy 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 and Personnel 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 Trustees on 9 December 2019 and signed on their behalf, by:



Mrs Melanie McCarthy
Chair of Trustees



Miss Phillippa Jones
Accounting Officer

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

STATEMENT ON REGULARITY, PROPRIETY AND COMPLIANCE

As Accounting Officer of Mitton Manor Primary Academy I have considered my responsibility to notify the Academy Trust Board of Trustees and the Education & Skills Funding Agency (ESFA) of material irregularity, impropriety and non-compliance with terms and conditions of all funding received by the Academy Trust, under the funding agreement in place between the Academy Trust and the Secretary of State for Education. As part of my consideration I have had due regard to the requirements of the Academies Financial Handbook 2018.

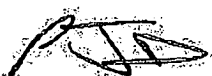
I confirm that I and the Academy Trust Board of Trustees are able to identify any material irregular or improper use of funds by the Academy Trust, or material non-compliance with the terms and conditions of funding under the Academy Trust's funding agreement and the Academies Financial Handbook 2018.

I confirm that the following instances of material irregularity, impropriety or funding non-compliance discovered to date have been notified to the board of trustees and ESFA. If any instances are identified after the date of this statement, these will be notified to the board of trustees and ESFA:

M McCarthy - Trustee

The Trust purchased capital maintenance works from Central Roofing & Building Supplies Limited totalling £7,009 (2018: £124,468) during the period. There were no amounts outstanding at 31 August 2019 (2018: £nil). It should be known the Trust made the purchase at arms' length following a competitive tendering exercise and offered value for money in accordance with its financial regulations, which Mrs McCarthy neither participated in, nor influenced. However, in entering into the transaction the Trust has not complied with the requirements of ESFA's Academies Financial Handbook.

During the period under review, no internal assurance visits were completed, breaching the regulations of the Academies Financial Handbook.



Miss Phillippa Jones
Accounting Officer

Date: 9 December 2019

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 AUGUST 2019

The Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with the Annual Accounts Direction issued by the Education & Skills Funding Agency, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP 2015 and the Academies Accounts Direction 2018 to 2019;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

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

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

Approved by order of the members of the Board of Trustees on 9 December 2019 and signed on its behalf by:



Mrs Melanie McCarthy
Chair of Trustees

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF MITTON MANOR PRIMARY ACADEMY

OPINION

We have audited the financial statements of Mitton Manor Primary Academy (the 'Academy') for the year ended 31 August 2019 which comprise the Statement of financial activities incorporating income and expenditure account, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', the Charities SORP 2015 and the Academies Accounts Direction 2018 to 2019 issued by the Education & Skills Funding Agency.

In our opinion the financial statements:

- give a true and fair view of the state of the Academy's affairs as at 31 August 2019 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
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities SORP 2015, and the Academies Accounts Direction 2018 to 2019 issued by the Education & Skills Funding Agency.

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 Auditors' 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 United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Academy's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF MITTON
MANOR PRIMARY ACADEMY**

OTHER INFORMATION

The Trustees are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditors' report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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 Trustees' report including the Strategic report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report and the Strategic report has 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 Academy and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report including the Strategic report.

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

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

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the Statement of Trustees' responsibilities, the Trustees (who are also the directors of the Academy for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Academy's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF MITTON MANOR PRIMARY ACADEMY

concern basis of accounting unless the Trustees either intend to liquidate the Academy or to cease operations, or have no realistic alternative but to do so.

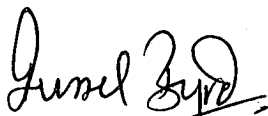
AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

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

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' report.

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 Auditors' 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.



Russel Byrd FCA FCCA (Senior statutory auditor)

for and on behalf of

Randall & Payne LLP

Chartered Accountants and Statutory Auditors

Chargrove House
Shurdington Road
Cheltenham
Gloucestershire
GL51 4GA

Date: 11th December 2014.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**INDEPENDENT REPORTING ACCOUNTANTS' ASSURANCE REPORT ON REGULARITY TO MITTON
MANOR PRIMARY ACADEMY AND THE EDUCATION & SKILLS FUNDING AGENCY**

In accordance with the terms of our engagement letter dated 28 September 2018 and further to the requirements of the Education & Skills Funding Agency (ESFA) as included in the Academies Accounts Direction 2018 to 2019, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by Mitton Manor Primary Academy during the year 1 September 2018 to 31 August 2019 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 Mitton Manor Primary Academy and the ESFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to Mitton Manor Primary Academy 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 Mitton Manor Primary Academy and the ESFA, for our work, for this report, or for the conclusion we have formed.

**RESPECTIVE RESPONSIBILITIES OF MITTON MANOR PRIMARY ACADEMY'S ACCOUNTING OFFICER
AND THE REPORTING ACCOUNTANT**

The Accounting Officer is responsible, under the requirements of Mitton Manor Primary Academy's funding agreement with the Secretary of State for Education dated 20 December 2013, and the Academies Financial Handbook extant from 1 September 2018, 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 2018 to 2019. 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 1 September 2018 to 31 August 2019 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 2018 to 2019 issued by the 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's income and expenditure.

The work undertaken during the audit included:

Consideration and corroboration of the evidence supporting the Accounting Officer's statement on regularity propriety and compliance.

Evaluation of the general control environment of the Academy Trust, extending the procedures required for financial statements to include regularity.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**INDEPENDENT REPORTING ACCOUNTANTS' ASSURANCE REPORT ON REGULARITY TO MITTON
MANOR PRIMARY ACADEMY AND THE EDUCATION & SKILLS FUNDING AGENCY (continued)**

Discussions with and representations from the Accounting Officer and other Key Management Personnel.

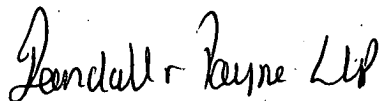
An extension of substantive testing from our audit of the financial statements to cover matters pertaining to regularity, propriety and compliance in particular checking that selected items were appropriately authorised, and appropriate.

CONCLUSION

In the course of our work, except for the matters listed below, nothing has come to our attention which suggests that in all material respects the expenditure disbursed and income received during the year 1 September 2018 to 31 August 2019 have not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

During the year the Trust purchased capital maintenance works from Central Roofing & Building Supplies Limited, a declared related party, totalling £7,009 (2018: £124,468), above the de minimis limit of £2,500, that were not carried out at cost. Whilst this is not in compliance with the ESFA requirements the Trustees have taken appropriate steps to ensure that the transactions are fully compliant with their value for money requirements and do not represent any loss to the Academy.

During the period under review, no internal assurance visits were completed, breaching the regulations of the Academies Financial Handbook.



Randall & Payne LLP

Chartered Accountants and Statutory Auditors

Chargrove House
Shurdington Road
Cheltenham
Gloucestershire
GL51 4GA

Date: 11th December 2019.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2019**

	Note	Restricted funds 2019 £	Restricted fixed asset funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
INCOME FROM:						
Donations and capital grants	2	20,280	16,145	5,370	41,795	92,823
Charitable activities	3	886,401	-	-	886,401	907,570
Other trading activities	4	482	-	11,604	12,086	20,081
Investments	5	-	-	87	87	115
Other income		-	-	3,000	3,000	-
TOTAL INCOME		907,163	16,145	20,061	943,369	1,020,589
EXPENDITURE ON:						
Charitable activities		964,150	70,285	8,143	1,042,578	1,164,882
TOTAL EXPENDITURE	8	964,150	70,285	8,143	1,042,578	1,164,882
NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES						
		(56,987)	(54,140)	11,918	(99,209)	(144,293)
Actuarial gains/(losses) on defined benefit pension schemes	22	(140,000)	-	-	(140,000)	90,000
NET MOVEMENT IN FUNDS		(196,987)	(54,140)	11,918	(239,209)	(54,293)
RECONCILIATION OF FUNDS:						
Total funds brought forward		(237,265)	1,464,083	70,001	1,296,819	1,351,112
TOTAL FUNDS CARRIED FORWARD		(434,252)	1,409,943	81,919	1,057,610	1,296,819

The notes on pages 40 to 63 form part of these financial statements.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)
REGISTERED NUMBER: 08792831

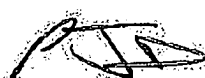
BALANCE SHEET
AS AT 31 AUGUST 2019

	Note	£	2019 £	£	2018 £
FIXED ASSETS					
Tangible assets	14		1,402,462		1,454,926
CURRENT ASSETS					
Debtors	15	31,595		81,284	
Cash at bank and in hand		119,107		157,251	
		<u>150,702</u>		<u>238,535</u>	
CREDITORS: amounts falling due within one year	16	(27,554)		(96,642)	
NET CURRENT ASSETS			<u>123,148</u>		<u>141,893</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>1,525,610</u>		<u>1,596,819</u>
Defined benefit pension scheme liability	22	(468,000)		(300,000)	
NET ASSETS INCLUDING PENSION SCHEME LIABILITIES			<u><u>1,057,610</u></u>		<u><u>1,296,819</u></u>
FUNDS OF THE ACADEMY					
Restricted income funds:					
Restricted income funds	17	33,748		62,735	
Restricted fixed asset funds	17	1,409,943		1,464,083	
Restricted income funds excluding pension liability		1,443,691		1,526,818	
Pension reserve		(468,000)		(300,000)	
Total restricted income funds			<u>975,691</u>		<u>1,226,818</u>
Unrestricted funds	17		<u>81,919</u>		<u>70,001</u>
TOTAL FUNDS			<u><u>1,057,610</u></u>		<u><u>1,296,819</u></u>

The financial statements on pages 37 to 63 were approved by the Trustees, and authorised for issue, on 9 December 2019 and are signed on their behalf, by:



Mrs Melanie McCarthy
Chair of Trustees



Miss Phillippa Jones
Accounting Officer

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 AUGUST 2019

	Note	2019 £	2018 £
Cash flows from operating activities			
Net cash used in operating activities	19	<u>(43,564)</u>	<u>(126,860)</u>
Cash flows from investing activities:			
Dividends, interest and rents from investments		87	115
Purchase of tangible fixed assets		(10,812)	(65,631)
Capital grants from DfE Group		16,145	61,626
Net cash provided by/(used in) investing activities		<u>5,420</u>	<u>(3,890)</u>
Change in cash and cash equivalents in the year		<u>(38,144)</u>	<u>(130,750)</u>
Cash and cash equivalents brought forward		157,251	288,001
Cash and cash equivalents carried forward	20	<u><u>119,107</u></u>	<u><u>157,251</u></u>

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019

1. ACCOUNTING POLICIES

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

1.1 Basis of preparation of financial statements

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 2018 to 2019 issued by ESFA, the Charities Act 2011 and the Companies Act 2006.

Milton Manor Primary Academy constitutes a public benefit entity as defined by FRS 102.

1.2 Fund accounting

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

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

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

Investment income, gains and losses are allocated to the appropriate fund.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

1. ACCOUNTING POLICIES (continued)

1.3 Income

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

For legacies, entitlement is taken as the earlier of the date on which either: the Academy is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the Academy has been notified of the executor's intention to make a distribution. Where legacies have been notified to the Academy, or the Academy is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Grants are included in the Statement of financial activities incorporating income and expenditure account 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 Statement of financial activities incorporating income and expenditure account 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 when there is entitlement 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 are recognised on a receivable basis where receipt is probable and the amount can be reliably measured.

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

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

1. ACCOUNTING POLICIES (continued)

1.4 Expenditure

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

Expenditure on charitable activities are costs incurred on the Academy's educational operations, including support costs and those costs relating to the governance of the Academy appointed to charitable activities.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

All expenditure is inclusive of irrecoverable VAT.

1.5 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 Academy to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the academy trust has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the academy trust's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements

1.6 Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised 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 incorporating income and expenditure account 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 incorporating income and expenditure account. 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 these assets, less their estimated residual value, over their expected useful lives on the following bases:

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

1. ACCOUNTING POLICIES (continued)

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is not charged on freehold land. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Leasehold property	- 2% on cost
Furniture and fixtures	- 20% on cost
Plant and equipment	- 20% on cost
Computer equipment	- 33% on cost

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

1.7 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Academy; this is normally upon notification of the interest paid or payable by the Bank.

1.8 Operating leases

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

1.9 Debtors

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

1.10 Cash at Bank and in hand

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

1.11 Liabilities and provisions

Liabilities and provisions 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 anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

1. ACCOUNTING POLICIES (continued)

1.12 Financial instruments

The Academy only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the Academy 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 15. Prepayments are not financial instruments. Amounts due to the Academy's wholly owned subsidiary are held at face value less any impairment. 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 costs as detailed in note 16. 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 instruments. Amounts due to the Academy's wholly owned subsidiary are held at face value less any impairment.

1.13 Taxation

The Academy 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 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.

1.14 Pensions

Retirement benefits to employees of the academy trust are provided by the Teachers' Pension Scheme ("TPS") and the Local Governments Pension Scheme ("LGPS"). These are defined benefit schemes.

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 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 note 22, 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.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

1. ACCOUNTING POLICIES (continued)

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 incorporating income and expenditure account 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.

1.15 Critical accounting estimates and areas of judgment

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

Critical accounting estimates and assumptions:

The Academy trust makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

The present value of the Local Government Pension Scheme defined benefit liability depends on a number of factors that are determined on an actuarial basis using a variety of assumptions. The assumptions used in determining the net cost (income) for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 22, will impact the carrying amount of the pension liability. Furthermore a roll forward approach which projects results from the latest full actuarial valuation performed at 31 March 2016 has been used by the actuary in valuing the pensions liability at 31 August 2019. Any differences between the figures derived from the roll forward approach and a full actuarial valuation would impact on the carrying amount of the pension liability.

Critical areas of judgment:

Fixed asset valuations have been included at their estimated fair value at the date of conversion, and depreciated over their useful life since. With no formal valuations occurring since this date, the judgment is to assess whether this valuation is still appropriate in the accounts.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

2. INCOME FROM DONATIONS AND CAPITAL GRANTS

	Restricted funds 2019 £	Restricted fixed asset funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Donations	20,280	-	5,370	25,650	31,197
Capital Grants	-	16,145	-	16,145	6,384
S106 Monies	-	-	-	-	55,242
	<u>20,280</u>	<u>16,145</u>	<u>5,370</u>	<u>41,795</u>	<u>92,823</u>
<i>Total 2018</i>	<u>20,592</u>	<u>61,626</u>	<u>10,605</u>	<u>92,823</u>	

3. FUNDING FOR ACADEMY'S EDUCATIONAL OPERATIONS

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
DfE/ESFA grants				
General Annual Grant	778,742	-	778,742	776,945
Pupil Premium and Service Premium	25,310	-	25,310	30,052
Universal Infant Free School Meals	35,000	-	35,000	37,482
PE and Sports Grant	17,780	-	17,780	17,820
Local Authority - Special Educational Needs (SEN)	29,569	-	29,569	45,271
	<u>886,401</u>	<u>-</u>	<u>886,401</u>	<u>907,570</u>
<i>Total 2018</i>	<u>907,570</u>	<u>-</u>	<u>907,570</u>	

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

4. TRADING ACTIVITIES

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Charity trading income				
Lettings	-	3,090	3,090	3,654
Swimming and catering	352	-	352	2,214
Before and after school club	-	8,514	8,514	7,890
Parental contributions trips	-	-	-	6,227
Sale of school meals	130	-	130	96
	<u>482</u>	<u>11,604</u>	<u>12,086</u>	<u>20,081</u>
Net income from trading activities	<u>482</u>	<u>11,604</u>	<u>12,086</u>	<u>20,081</u>

In 2018, of the total trading income, £11,544 was to unrestricted funds and £8,537 was to restricted funds.

5. INVESTMENT INCOME

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Investment income	-	87	87	115
	<u>-</u>	<u>87</u>	<u>87</u>	<u>115</u>
<i>Total 2018</i>	<u>-</u>	<u>115</u>	<u>115</u>	

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

6. DIRECT COSTS

	Educational Operations £	Total 2019 £	Total 2018 £
Educational supplies	32,433	32,433	33,341
Educational consultancy	7,855	7,855	16,463
Other staff costs	3,157	3,157	4,880
Technology costs	1,702	1,702	7,844
Other	17,965	17,965	28,943
Wages and salaries	496,792	496,792	484,435
National insurance	41,615	41,615	34,206
Pension cost	96,377	96,377	91,118
Depreciation	7,125	7,125	6,969
	<u>705,021</u>	<u>705,021</u>	<u>708,199</u>
<i>Total 2018</i>	<u>708,199</u>	<u>708,199</u>	

7. SUPPORT COSTS

	Educational Operations £	Total 2019 £	Total 2018 £
Pension finance cost	8,000	8,000	10,000
Insurance	7,604	7,604	5,459
Other	17,631	17,631	16,581
Maintenance of premises	22,728	22,728	151,550
Cleaning and caretaking	15,366	15,366	16,559
Operating lease rentals	6,067	6,067	8,968
Rates	6,480	6,480	7,020
Energy	9,815	9,815	9,428
Security	45	45	533
Transport	-	-	830
Catering	39,008	39,008	36,300
Legal & professional	24,431	24,431	16,460
Auditor costs	9,690	9,690	9,420
Wages and salaries	74,069	74,069	72,911
National insurance	3,537	3,537	3,315
Pension cost	36,935	36,935	47,648
Depreciation	56,151	56,151	43,701
	<u>337,557</u>	<u>337,557</u>	<u>456,683</u>
<i>Total 2018</i>	<u>456,683</u>	<u>456,683</u>	

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

7. SUPPORT COSTS (continued)

During the year ended 31 August 2019, the Academy incurred the following Governance costs:
£9,690 (2018 - £9,420) included within the table above in respect of governance costs.

8. EXPENDITURE

	Staff costs 2019 £	Premises 2019 £	Other costs 2019 £	Total 2019 £	Total 2018 £
Educational Operations:					
Direct costs	634,784	7,125	63,112	705,021	708,199
Support costs	114,541	78,879	144,137	337,557	456,683
	<u>749,325</u>	<u>86,004</u>	<u>207,249</u>	<u>1,042,578</u>	<u>1,164,882</u>
<i>Total 2018</i>	<u>733,633</u>	<u>202,219</u>	<u>229,030</u>	<u>1,164,882</u>	

9. NET INCOME/(EXPENDITURE)

This is stated after charging:

	2019 £	2018 £
Depreciation of tangible fixed assets:		
- owned by the charity	63,276	50,670
Operating lease rentals	4,798	9,185
Auditor's remuneration - audit	5,950	5,850
Auditor's remuneration - non-audit	5,835	4,350
	<u>79,859</u>	<u>69,055</u>

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

10. STAFF COSTS

a. Staff costs

Staff costs were as follows:

	2019 £	2018 £
Wages and salaries	563,175	547,958
Social security costs	45,152	37,521
Operating costs of defined benefit pension schemes	133,312	138,766
	<u>741,639</u>	<u>724,245</u>
Agency staff costs	5,579	6,511
Supply teacher costs	2,107	2,877
	<u>749,325</u>	<u>733,633</u>

b. Staff numbers

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

	2019 No.	2018 No.
Teachers	8	9
Administration and support	21	21
Management	3	2
	<u>32</u>	<u>32</u>

Average headcount expressed as a full time equivalent:

	2019 No.	2018 No.
Teachers	8	9
Administration and support	9	9
Management	3	2
	<u>20</u>	<u>20</u>

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

10. STAFF COSTS (continued)

c. Higher paid staff

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2019	2018
	No.	No.
In the band £60,001 - £70,000	1	0

Total pension contribution for the above staff £9,992 (2018: £NIL).

d. Key management personnel

The key management personnel of the academy trust comprise the senior management team and business manager 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 £233,219 (2018: £216,092).

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

11. TRUSTEES' REMUNERATION AND EXPENSES

One or more Trustees has been paid remuneration or has received other benefits from an employment with the Academy. The Principal and other staff Trustees only receive remuneration in respect of services they provide undertaking the roles of principal and other staff members under their contracts of employment, and not in respect of their role as Trustees. The value of Trustees' remuneration and other benefits was as follows:

		2019 £	2018 £
Miss Phillippa Jones, Headteacher	Remuneration	60,000-65,000	55,000-60,000
	Pension contributions paid	5,000-10,000	5,000-10,000
Mrs Bethany Budhan (resigned 31/12/2018)	Remuneration	10,000-15,000	30,000-35,000
	Pension contributions paid	0-5,000	5,000-10,000

During the year ended 31 August 2019, no Trustees received any reimbursement of expenses (2018 - £NIL).

12. TRUSTEES' AND OFFICERS' INSURANCE

In accordance with normal commercial practice the academy has purchased insurance to protect trustees and officers from claims arising from negligent acts, errors or omissions occurring whilst on academy business. The insurance provides cover up to £10,000,000 on any one claim and the cost for the year ended 31 August 2019 was included within the RPA agreement but is not seperable.

13. OTHER FINANCE INCOME

	2019 £	2018 £
Interest income on pension scheme assets	13,000	9,000
Interest on pension scheme liabilities	(21,000)	(19,000)
	<u>(8,000)</u>	<u>(10,000)</u>

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

14. TANGIBLE FIXED ASSETS

	Leasehold property £	Furniture and fixtures £	Computer equipment £	Total £
Cost or valuation				
At 1 September 2018	1,473,000	156,846	41,869	1,671,715
Additions	-	7,009	3,803	10,812
At 31 August 2019	1,473,000	163,855	45,672	1,682,527
Depreciation				
At 1 September 2018	117,000	63,045	36,744	216,789
Charge for the year	23,400	32,751	7,125	63,276
At 31 August 2019	140,400	95,796	43,869	280,065
Net book value				
At 31 August 2019	1,332,600	68,059	1,803	1,402,462
At 31 August 2018	1,356,000	93,801	5,125	1,454,926

Included in land and buildings is long term leasehold land at a valuation of £303,000 (2018: £303,000) for which depreciation is not applicable.

The leasehold property was granted by the Local Authority on a 125 year lease with a peppercorn rent over the land.

15. DEBTORS

	2019 £	2018 £
Trade debtors	4,631	847
VAT receivable	14,484	8,477
Prepayments and accrued income	12,480	71,960
	<u>31,595</u>	<u>81,284</u>

16. CREDITORS: Amounts falling due within one year

	2019 £	2018 £
Trade creditors	53	14,753
Accruals and deferred income	27,501	81,889
	<u>27,554</u>	<u>96,642</u>

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

16. CREDITORS: Amounts falling due within one year (continued)

	2019 £	2018 £
Deferred income		
Deferred income at 1 September 2018	18,601	20,121
Resources deferred during the year	18,743	18,601
Amounts released from previous years	(18,601)	(20,121)
	<u>18,743</u>	<u>18,601</u>
Deferred income at 31 August 2019	<u>18,743</u>	<u>18,601</u>

Deferred income relates to UIFSM grant received in advance relating to 2019/20.

17. STATEMENT OF FUNDS

	Balance at 1 September 2018 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2019 £
Unrestricted funds						
General Funds - all funds	70,001	20,061	(8,143)	-	-	81,919
Restricted funds						
General Annual Grant (GAG)	56,905	778,742	(809,615)	-	-	26,032
Youth sports funding	5,830	17,780	(15,894)	-	-	7,716
Pupil premium	-	25,310	(25,310)	-	-	-
High Needs Top Up	-	29,569	(29,569)	-	-	-
Donations	-	20,280	(20,280)	-	-	-
Swimming	-	352	(352)	-	-	-
UIFSM	-	35,000	(35,000)	-	-	-
Other Restricted Funds	-	130	(130)	-	-	-
Pension reserve	(300,000)	-	(28,000)	-	(140,000)	(468,000)
	<u>(237,265)</u>	<u>907,163</u>	<u>(964,150)</u>	<u>-</u>	<u>(140,000)</u>	<u>(434,252)</u>

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

17. STATEMENT OF FUNDS (continued)

Restricted fixed asset funds

Fixed Assets	1,454,926	-	(63,276)	10,812	-	1,402,462
DFC	-	16,145	-	(10,812)	-	5,333
CIF Window Grant	1,380	-	-	-	-	1,380
CIF Roof Grant	7,777	-	(7,009)	-	-	768
	<u>1,464,083</u>	<u>16,145</u>	<u>(70,285)</u>	<u>-</u>	<u>-</u>	<u>1,409,943</u>
Total restricted funds	<u>1,226,818</u>	<u>923,308</u>	<u>(1,034,435)</u>	<u>-</u>	<u>(140,000)</u>	<u>975,691</u>
Total of funds	<u>1,296,819</u>	<u>943,369</u>	<u>(1,042,578)</u>	<u>-</u>	<u>(140,000)</u>	<u>1,057,610</u>

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

Restricted GAG Fund/ Other DfE/ESFA grants and LA grants - these funds represent grants received for the Academy's operational activities and development.

The Pupil Premium fund and deficit from the LA were amounts transferred in on conversion. Pupil Premium has been pooled with other DfE/ESFA grants and the deficit has been recovered by the ESFA from monthly remittances of GAG in 2018/19.

Other restricted funds include parental contributions for trips etc.

CIF and DFC capital grants - these grants relate to funding received from the ESFA to carry out works of a capital nature.

Donated Fixed Asset Fund - this is the fund value of assets brought into the Academy, the appropriate depreciation is being charged to this fund on an annual basis.

Under the funding agreement with the Secretary of State, the Academy was not subject to a limit on the amount of GAG that it could carry forward at 31 August 2019.

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 September 2017 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2018 £
General Funds - all funds	54,094	22,264	(6,357)	-	-	70,001

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

17. STATEMENT OF FUNDS (continued)

Restricted funds

General Annual Grant (GAG)	63,067	778,155	(780,312)	(4,005)	-	56,905
Youth sports funding	4,010	17,820	(16,000)	-	-	5,830
Pupil premium	-	30,052	(30,052)	-	-	-
High Needs Top Up	-	45,271	(45,271)	-	-	-
Trips	-	6,227	(6,227)	-	-	-
Donations	-	20,592	(20,592)	-	-	-
Swimming	-	2,310	(2,310)	-	-	-
UIFSM	-	36,271	(36,271)	-	-	-
Pension reserve	(350,000)	-	(40,000)	-	90,000	(300,000)
	<u>(282,923)</u>	<u>936,698</u>	<u>(977,035)</u>	<u>(4,005)</u>	<u>90,000</u>	<u>(237,265)</u>

Restricted fixed asset funds

Fixed Assets	1,439,965	-	(50,670)	65,631	-	1,454,926
DFC	-	6,384	-	(6,384)	-	-
CIF Window Grant	7,732	-	(6,352)	-	-	1,380
CIF Roof Grant	132,245	-	(124,468)	-	-	7,777
S106 Monies	-	55,242	-	(55,242)	-	-
	<u>1,579,942</u>	<u>61,626</u>	<u>(181,490)</u>	<u>4,005</u>	<u>-</u>	<u>1,464,083</u>
Total restricted funds	<u>1,297,019</u>	<u>998,324</u>	<u>(1,158,525)</u>	<u>-</u>	<u>90,000</u>	<u>1,226,818</u>
Total of funds	<u>1,351,113</u>	<u>1,020,588</u>	<u>(1,164,882)</u>	<u>-</u>	<u>90,000</u>	<u>1,296,819</u>

SUMMARY OF FUNDS - CURRENT YEAR

	Balance at 1 September 2018 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 August 2019 £
General funds	70,001	20,061	(8,143)	-	81,919
Restricted funds	(237,265)	907,163	(964,150)	(140,000)	(434,252)
Restricted fixed asset funds	1,464,083	16,145	(70,285)	-	1,409,943
	<u>1,296,819</u>	<u>943,369</u>	<u>(1,042,578)</u>	<u>(140,000)</u>	<u>1,057,610</u>

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

17. STATEMENT OF FUNDS (continued)

SUMMARY OF FUNDS - PRIOR YEAR

	Balance at 1 September 2017 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2018 £
General funds	54,094	22,264	(6,357)	-	-	70,001
Restricted funds	(282,923)	936,698	(977,035)	(4,005)	90,000	(237,265)
Restricted fixed asset funds	1,579,942	61,626	(181,490)	4,005	-	1,464,083
	<u>1,351,113</u>	<u>1,020,588</u>	<u>(1,164,882)</u>	<u>-</u>	<u>90,000</u>	<u>1,296,819</u>

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds 2019 £	Restricted fixed asset funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	-	1,402,462	-	1,402,462
Current assets	61,301	7,481	81,919	150,701
Creditors due within one year	(27,553)	-	-	(27,553)
Provisions for liabilities and charges	(468,000)	-	-	(468,000)
	<u>(434,252)</u>	<u>1,409,943</u>	<u>81,919</u>	<u>1,057,610</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Restricted funds 2018 £	Restricted fixed asset funds 2018 £	Unrestricted funds 2018 £	Total funds 2018 £
Tangible fixed assets	-	1,454,926	-	1,454,926
Current assets	159,377	9,157	70,001	238,535
Creditors due within one year	(96,642)	-	-	(96,642)
Provisions for liabilities and charges	(300,000)	-	-	(300,000)
	<u>(237,265)</u>	<u>1,464,083</u>	<u>70,001</u>	<u>1,296,819</u>

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

19. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2019 £	2018 £
Net expenditure for the year (as per Statement of Financial Activities)	(99,209)	(144,293)
Adjustment for:		
Depreciation charges	63,276	50,669
Dividends, interest and rents from investments	(87)	(115)
Decrease in debtors	49,689	34,540
Decrease in creditors	(69,088)	(46,035)
Capital grants from DfE and other capital income	(16,145)	(61,626)
LGPS adjustments	28,000	40,000
Net cash used in operating activities	(43,564)	(126,860)

20. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2019 £	2018 £
Cash in hand	119,107	157,251
Total	119,107	157,251

21. CAPITAL COMMITMENTS

At 31 August 2019 the Academy had capital commitments as follows:

	2019 £	2018 £
Contracted for but not provided in these financial statements	-	7,777

At the year ended 31 August 2019 there were no capital commitments (2018: £7,777).

22. PENSION COMMITMENTS

The Academy's employees belong to two principal pension schemes: the Teacher's Pension Scheme for England and Wales (TPS) for academic and related staff; and the Local Government Pension Scheme (LGPS) for non-teaching staff, which is managed by Gloucestershire County Council Fund. Both are Multi-employer defined benefit pension 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.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

22. PENSION COMMITMENTS (continued)

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. 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.
- 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%.

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 £62,244 (2018 - £59,432).

A copy of the valuation report and supporting documentation is on the Teachers' Pensions website (www.teacherspensions.co.uk/news/employers/2014/06/publication-of-the-valuation-report.aspx).

Under the definitions set out in FRS 102, the TPS is an unfunded 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.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

22. PENSION COMMITMENTS (continued)

Local Government Pension Scheme

The LGPS is a funded defined benefit scheme, with assets held in separate trustee-administered funds. The total contribution made for the year ended 31 August 2019 was £62,000 (2018 - £59,000), of which employer's contributions totalled £52,000 (2018 - £49,000) and employees' contributions totalled £10,000 (2018 - £10,000). The agreed contribution rates for future years are 29.1% for employers and between 5.5% and 12.5% 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.

Principal actuarial assumptions:

	2019	2018
Discount rate for scheme liabilities	1.90 %	2.80 %
Rate of increase in salaries	2.60 %	2.60 %
Rate of increase for pensions in payment / inflation	2.30 %	2.30 %

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

	2019	2018
Retiring today		
Males	21.5	22.4
Females	23.7	24.6
Retiring in 20 years		
Males	22.3	24.0
Females	25.0	26.4

	At 31 August 2019 £	At 31 August 2018 £
Sensitivity analysis		
Salary rate +0.5%	23,000	20,000
Discount rate -0.5%	130,000	97,000
Pension rate +0.5%	107,000	76,000

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

22. PENSION COMMITMENTS (continued)

The sensitivity analysis shows the effect on the liabilities within the scheme should the above events occur.

The Academy's share of the assets in the scheme was:

	Fair value at 31 August 2019 £	Fair value at 31 August 2018 £
Equities	329,000	291,000
Corporate bonds	127,000	89,000
Cash and other liquid assets	10,000	8,000
Property	40,000	34,000
Total market value of assets	<u>506,000</u>	<u>422,000</u>

The actual return on scheme assets was £16,000 (2018 - £12,000).

The amounts recognised in the Statement of financial activities incorporating income and expenditure account are as follows:

	2019 £	2018 £
Current service cost	(70,000)	(79,000)
Past service cost	(2,000)	-
Interest income	13,000	9,000
Interest cost	(21,000)	(19,000)
Total	<u>(80,000)</u>	<u>(89,000)</u>
Actual return on scheme assets	<u>16,000</u>	<u>12,000</u>

Movements in the present value of the defined benefit obligation were as follows:

	2019 £	2018 £
Opening defined benefit obligation	722,000	701,000
Current service cost	70,000	79,000
Interest cost	21,000	19,000
Employee contributions	10,000	10,000
Actuarial losses/(gains)	156,000	(78,000)
Benefits paid	(7,000)	(9,000)
Past service costs	2,000	-
Closing defined benefit obligation	<u>974,000</u>	<u>722,000</u>

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

22. PENSION COMMITMENTS (continued)

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

	2019 £	2018 £
Opening fair value of scheme assets	422,000	351,000
Interest income	13,000	9,000
Actuarial losses	16,000	12,000
Employer contributions	52,000	49,000
Employee contributions	10,000	10,000
Benefits paid	(7,000)	(9,000)
	<u>506,000</u>	<u>422,000</u>
Closing fair value of scheme assets	<u>506,000</u>	<u>422,000</u>

23. OPERATING LEASE COMMITMENTS

At 31 August 2019 the total of the Academy trust's future minimum lease payments under non-cancellable operating leases was:

	2019 £	2018 £
Amounts payable:		
Within 1 year	4,798	9,370
Between 1 and 5 years	5,452	10,250
	<u>10,250</u>	<u>19,620</u>
Total	<u>10,250</u>	<u>19,620</u>

24. 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.

MITTON MANOR PRIMARY ACADEMY
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019

25. RELATED PARTY TRANSACTIONS

Owing to the nature of the academy trust and the composition of the board of trustees being drawn from local public and private sector organisations, transactions may take place with organisations in which Trustees have an interest. One organisation has been identified in which an interest is held as follows:

	2019 £'000	2018 £'000
Central Roofing & Building Supplies Limited (M McCarthy)	7	124

An at cost agreement was not in place with Central Roofing & Building Supplies and therefore, our regularity audit opinion was qualified on this basis in both the current and prior year. The transactions are considered to represent best value for money for the academy.