

**Company Registration No. 07976516 (England and Wales)**

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

**TRUSTEES' REPORT AND AUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 AUGUST 2021**

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# ST. JAMES' R.C. PRIMARY SCHOOL

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# ST. JAMES' R.C. PRIMARY SCHOOL

## REFERENCE AND ADMINISTRATIVE DETAILS

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### Trustees

D Camilleri (Foundation Governor)  
M Edwards (Local Governor)  
P Gribben (Foundation Governor)  
A Garlick (Staff Governor) \*  
M Hutchinson (Chair & Foundation Governor) \*  
M D'Souza (Foundation Governor, appointed 03/11/2020)\*  
L Weeks (Head Teacher & Accounting Officer)\*  
K Chan (Foundation Governor)\*  
M Connell (Vice Chair & Foundation Governor)  
E Williamson (Parent Governor, appointed 23/09/20)  
C Hutchins (Foundation Governor)\*  
M Wilson (Staff Governor)  
C Hardiman (Parent Governor)  
C Victoire Nijjar (Resigned 31/08/21)

\*Members of the Resources and Audit Committee

### Members

M Dickens  
M Hutchinson  
P McCallum

### Responsible Officer

M Hutchins

### Senior management team

- Head Teacher  
- SENCO, Maths Science, KS1,  
- Deputy Head, RE, EG&T,KS2  
- PE and English  
- Music, IT, MFL

L Weeks  
J Richards  
M Wilson  
C Connolly  
E Atkinson

### Company registration number

07976516 (England and Wales)

### Registered office

Maybury Close  
Petts Wood  
Orpington  
Kent  
BR5 1BL

### Independent auditor

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

### Bankers

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

### Solicitors

Winckworth Sherwood  
Minerva House  
5 Montague Close  
London  
SE1 9BB

# ST. JAMES' R.C. PRIMARY SCHOOL

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 AUGUST 2021

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The trustees present their annual report together with the financial statements and independent auditor's reports of the charitable company for the year ended 31 August 2021. The annual report serves the purposes of both a Trustees' Report, and a Directors' Report under company law.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charitable company's Memorandum and Articles of Association, the Companies Act 2006, the Statement of Recommended Practice 2015, "Accounting and Reporting by Charities", and the Academies' Accounts Direction 2020/2021 issued by the ESFA.

The principal activity of the company is the operation of a state-funded Academy, St. James' R.C Primary School, providing a state education for students aged 4 to 11. It has a pupil capacity of 218 and had a roll of 219 in the school census in October 2020.

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

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

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

##### **Constitution**

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

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

The academy trust is a company limited by guarantee and an exempt charity. The charitable company's memorandum and articles of association are the primary governing documents of the academy trust.

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

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

##### **Members' Liability**

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

##### **Trustees' Indemnities**

The academy trust has not provided any indemnities to any third parties on behalf of any trustees during the year.

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

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

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

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

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# ST. JAMES' R.C. PRIMARY SCHOOL

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 AUGUST 2021

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

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

All governors are provided with the information needed (including policies, minutes, budgets, etc) to undertake their role as governors. In addition to purchasing bespoke Governor Training from various providers, we also subscribe to Governor Courses provided by the Diocese of Southwark.

#### Organisational Structure

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

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

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

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

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

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

The senior management team (SMT) are the key management personnel of the trust. Trustees are also senior management although they receive no pay or other remuneration in respect of their role as trustees. Where staff trustees are in place, they receive remuneration for their role as staff and their pay is determined in the same way as applicable to all other staff. Further details of remuneration paid to staff who are trustees is set out within the notes to the accounts.

The pay of the Principal is set annually by the Pay Committee, having regards to performance against objectives set the previous year. Pay of other SMT members is also set by the Pay Committee again having regard to performance against previously agreed objectives and any recommendations made by the Principal.

#### Trade Union Facility Time

##### Relevant union officials

Number of employees who were relevant union officials during the relevant period	Full-time equivalent employee number
0	0

##### Percentage of time spent on facility time

Percentage of time	Number of Employees
0%	0
1% - 50%	0
51% - 99%	0
100%	0

# ST. JAMES' R.C. PRIMARY SCHOOL

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 AUGUST 2021

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#### Percentage of pay bill spent on facility time

Total Cost of facility time	£0
Total Pay bill	£942k
Percentage of the total pay bill spent on facility time	0%

#### Paid trade union activities

Time spent on paid trade union activities as a percentage of total paid facility time hours.	0%
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#### Connected Charities and Organisations including Related Party Relationships

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

#### Objective and Aims

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

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

#### Mission Statement

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

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

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

#### Reports, Policies & Websites

##### St. James' OFSTED Report

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

##### St. James' School Results

Department of Education results prior to Academy conversion:

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

Department of Education results after Academy conversion:

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

##### St. James' Policies

- <http://www.stjamesprimarypettswood.co.uk/information/policies>

##### St. James' School Websites

- <http://www.stjamesprimarypettswood.co.uk>

# ST. JAMES' R.C. PRIMARY SCHOOL

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 AUGUST 2021

#### Objectives, Strategies and Activities

St James' is an Outstanding School and Leaders ensure that it continues to build upon excellence.

- To assess and tackle progress and attainment across the curriculum, including subjects that are not Maths or English.
- To raise standards in Writing at Greater Depth.
- To raise standards in Reading at Greater Depth.
- To enhance opportunities for adoration of the Blessed Sacrament and develop links with other Christian faiths.

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

#### Strategic Report

##### Achievements and Performance

Due to the Coronavirus there was no formal assessment in 2020/2021 and therefore data is from 2018/2019

St James' again achieved an outstanding performance, well above the national thresholds for the SATs taken this year both in attainment and progress.

#### St James' RC School – Headline Results 2018/19

Early Years Foundation Stage Profile	School	LA 2018	NA 2017
Communication and Language (All 3 ELGs)		86.7%	85%
Physical Development (both ELGs)		89.8%	90%
Personal, Social and Emotional Development (All 3 ELGs)		88.2%	88%
Literacy (Both ELGs)		79.3%	73%
Maths (Both ELGs)		83.8%	79%
Understanding the World (All 3 ELGs)		88.3 %	86%
Expressive Arts & Design (Both ELGs)		91.0%	88%
A Good Level of Development	86%	78%	71%

Year 1 Phonic Check	School	LA 2017	NA 2019
Working at the required level	93%	88%	82 %

Year 2 Phonic Check	School	LA 2017	NA 2018
Working at the required level	NA	94%	92%

Key Stage 1	School	LA 2018	NA 2019
Reading Expected Standard	89%	80.5%	75%
Reading Greater Depth	59%	33.3%	25%
Writing Expected Standard	89%	75.60%	69%
Writing Greater Depth	36%	23.1%	15%
Maths Expected Standard	89%	80.4%	76%
Maths Greater Depth	36%	27.9%	22%
Reading/Writing/Maths Expected Standard	89%		64%
Reading/Writing/Maths Greater Depth	23%		11%
Science Expected Standard	89%	86.3%	82%

# ST. JAMES' R.C. PRIMARY SCHOOL

## TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2021

Key Stage 2	School	LA 2019	NA 2019
Reading Test % at Expected Standard	97%	81.5%	73%
Reading Test % at Greater Depth	55%	36.5%	27%
Writing Teacher Assessment Expected Standard	97%	86.7%	78%
Writing Teacher Assessment Greater Depth	55%	29.3%	20%
Maths Test % at Expected Standard	94%	82.3%	79%
Maths Test % at Greater Depth	68%	32.2%	27%
GPS Test % at Expected Standard	97%	82.6%	78%
GPS Test % at Greater Depth	81%	42.7%	36%
Reading/Writing/Maths Expected Standard	94%	73.9%	65%
Reading/Writing/Maths Greater Depth	39%	17%	11%
Science Teacher Assessment Expected Standard	96%	88.6%	83%

KS2 Average Scaled Score	School	LA	NA
Reading	110.1	106.3	104.4
Writing			
Maths	110.4	106.9	105.0
GPS	114.0		106.0

Progress Score	School	NA
Reading Progress (Value Added)	2.06	Average
Writing Progress (Value Added)	2.24	Above
Maths Progress (Value Added)	2.16	Above

Our sports development is continuing to thrive and we are taking part in more competitions with successful results. We are offering even more sporting opportunities for children with a wide variety of interests. However our sporting ethos thrives on the principal that sporting opportunities exist for all our children irrespective of ability.

We continue to develop and deepen our relationship with the other Catholic Primary Schools of the Umbrella Trust and are moderating with them to ensure that standards are comparable and the Umbrella Trust continues to take advantage of efficiencies in procurement.

### Key Financial Performance Indicators

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

- The Current Ratio is a financial ratio that measures whether or not a company has enough resources to pay its debts over the next 12 months. It compares a company's current assets to its current liabilities and we believe is an appropriate measure of the financial health of the Academy.
- Our Current Assets exceed our Current Liabilities by a ratio **3.49 to 1** which is an indication of the strength of the liquidity position of the Academy. Going forward we would like this ratio to remain in the range 2.0/3.0.
- The most effective Cost Control Measure we monitor is Total Staff Costs as a percentage of Total Grant Income. Total Grant Income includes GAG, SEN Matrix Funding and Pupil Premium.
- The current figure is **90.3%** variance level of 77.5% - 82.5%



# ST. JAMES' R.C. PRIMARY SCHOOL

## TRUSTEES' REPORT

**FOR THE YEAR ENDED 31 AUGUST 2021**

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### **Going Concern**

After making appropriate enquiries, the board of governors has a reasonable expectation that the academy trust has adequate resources to continue in operational existence for the foreseeable future. For this reason it continues to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Statement of Accounting Policies.

Covid-19 has had a significant impact to our income and expenditure, we were unable to fully facilitate the breakfast and afterschool club nor let the premises to clubs and functions this has meant using our reserves this year due to the loss of income.

We are confident that our funds will increase this year as we have breakfast and afterschool club fulling running; we also have lettings booked for the year ahead.

The School is also supported highly by the PTA who are fundraising for ongoing projects.

We will continue to scrutinise the School accounts monthly to ensure our cash flow and accounts are sustainable.

### **Financial review**

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

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

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

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

# ST. JAMES' R.C. PRIMARY SCHOOL

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 AUGUST 2021

The following balances held were held at 31 August:

Fund	Category	2021 £'000	2020 £'000
GAG	Restricted General Funds	-	15
Other DfE/EFA Grants	Restricted General Funds	-	3
Other Government Grants	Restricted General Funds	-	3
Other Income	Restricted General Funds	78	71
	<b>Sub-total General Restricted Funds</b>	<b>78</b>	<b>92</b>
Unspent Capital Grants	Restricted Fixed Asset Fund	17	32
Other Income	Unrestricted General Fund	92	93
	<b>Sub-Total Spendable Funds</b>	<b>187</b>	<b>217</b>
Net Book Value of Fixed Assets	Restricted Fixed Asset Fund	3	6
Share of LGPS Deficit	Restricted Pension Reserve	(448)	(373)
	<b>Total All Funds</b>	<b>(258)</b>	<b>(150)</b>

During the year under review, there was a decrease of £14k (2020: decrease of £8k) on general restricted funds, a decrease of £1k (2020: increase of £8k) on unrestricted funds and after LGPS valuation adjustments, depreciation and capital income and expenditure, an overall decrease of £108k (2020: decrease of £844k).

#### Reserves Policy

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

The level of reserves should never be in deficit.

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

#### Investment Policy

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

#### Principal Risks and Uncertainties

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

The governors have implemented a number of systems to assess risks that the company faces, and have developed policies and procedures to mitigate those risks. Where significant financial risk still remains they have ensured they have adequate insurance cover.

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

The risk management process has been codified in a risk register implemented by the Senior Leadership Team and overseen by Governors. The principal financial risk faced by the company is that ongoing pressure on funding results in a risk that deficits may be experienced.

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

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31 AUGUST 2021**

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

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

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

#### **Our fundraising practices**

The trust organise fundraising events and appeals and co-ordinate the activities of our supporters both in the academy and in the wider community on behalf of the trust.

The trust does not use professional fundraisers or involve commercial participators.

There have been no complaints about fundraising activity this year.

The trust complies with the Fundraising Regulator's Code of Fundraising Practice)

All fundraising is undertaken by the trust in a manner that seeks to ensure that it is not unreasonably intrusive or persistent. Contact is made through email, academy newsletters, our websites and via students. All fundraising material contains clear instructions on how a person can be removed from mailing lists.

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

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

Through the strong Catholic ethos the staff, parents, governors are committed to working together to ensure that the needs and aspirations of every single pupil of the School are met.

In addition there are a number of key priorities for the year ahead:

- To maintain and upkeep the school buildings and the school grounds.
- To ensure that the school premises continue to meet all health and safety requirements.
- To continue to move forward and raise standards.
- To improve the progress and attainment of all pupils.
- To ensure that our safeguarding procedures continue to be robust and are in line with Keeping Children Safe in Education 2021.
- To ensure that interventions are targeted, tracked and evaluated and have a positive impact on pupil outcomes.

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

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

# ST. JAMES' R.C. PRIMARY SCHOOL

## TRUSTEES' REPORT

**FOR THE YEAR ENDED 31 AUGUST 2021**

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### **Auditor**

Insofar as the trustees are aware:

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

The Trustees' Report, incorporating a Strategic Report, was approved by order of the Board, as the company directors, on 25/11/2021 and signed on its behalf by:



.....  
M Hutchinson

**Chair & Foundation Governor**

# ST. JAMES' R.C. PRIMARY SCHOOL

## GOVERNANCE STATEMENT

FOR THE YEAR ENDED 31 AUGUST 2021

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### Scope of responsibility

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

The Board has delegated the day-to-day responsibility to the Headteacher, as accounting officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreement between St. James' R.C. Primary School and the Secretary of State for Education. The accounting officer is also responsible for reporting to the Board any material weaknesses or breakdowns in internal control.

### Governance

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

Trustees	Meetings attended	Out of possible
D Camilleri (Foundation Governor)	2	3
E Williamson (Parent Governor) appointed 23/09/2020	2	3
M Edwards (Local Governor)	2	3
M D'Souza (Foundation Governor) appointed 03/11/2020	3	3
P Gribben (Foundation Governor)	1	3
M Hutchinson (Chair & Foundation Governor)	3	3
A Garlick (Staff Governor)	2	3
L Weeks (Head Teacher & Accounting Officer)	3	3
K Chan (Foundation Governor)	2	3
M Connell (Foundation Governor)	3	3
C Hardiman (Parent Governor)	2	3
M Wilson ( Staff Governor )	2	3

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

There were no key changes to the composition of the Board during the year.

### Governance reviews

The Governing Body is very experienced and is made up of individuals with wide ranging and appropriate skills. Governors attend training courses and make use of on-line resources to ensure the enhancement of their appropriate skills. The Governing Body will continue with a programme of self-evaluation.

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

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

Trustees	Meetings attended	Out of possible
M Hutchinson (Chair & Foundation Governor)	3	3
A Garlick (Staff Governor)	3	3
L Weeks (Head Teacher & Accounting Officer)	3	3
K Chan (Foundation Governor)	3	3
M Wilson (Deputy Head Teacher)	3	3
Mark Hutchins (Foundation Governor)	3	3
M D'Souza (Foundation Governor)	1	3

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

## **GOVERNANCE STATEMENT**

**FOR THE YEAR ENDED 31 AUGUST 2021**

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### **Governing Body Training**

Governors continue to enhance their skills by attending relevant courses that will continue to help underpin the strength of the board's oversight of the operational activities of the school.

### **Review of Value for Money**

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

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

The Accounting Officer in conjunction with the Finance Manager constantly drive to improve our use of resources to deliver best value for money. The essential upgrade of the Computer Suite, including the purchase of 33 high performance Dell Computers was a very good example of our ability to ensure we get the best possible value for the School in our procurement. The new facilities have made a huge positive difference to the children's learning environment. As in previous years we will continue to ensure we obtain excellent value for money in order to provide for our community of Staff, Parents and Students a working environment that inspires excellence.

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

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of Academy Trust policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in St. James' R.C. Primary School for the year ended 31 August 2021 and up to the date of approval of the annual report and accounts.

### **Capacity to handle risk**

The Board of Trustees has reviewed the key risks to which the Academy Trust is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The board of Trustees is of the view that there is a formal ongoing process for identifying, evaluating and managing the Academy Trust's significant risks that has been in place for the year ended 31 August 2021 and up to the date of approval of the annual report and accounts. This process is regularly reviewed by the board of Trustees.

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

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

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

# ST. JAMES' R.C. PRIMARY SCHOOL

## GOVERNANCE STATEMENT

**FOR THE YEAR ENDED 31 AUGUST 2021**

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### Description of internal audit/RO findings and actions implemented/planned in response

The Board of Trustees has considered the need for a specific internal audit function and has decided not to appoint an internal auditor. However, the trustees have appointed board member Mr Mark Hutchins to the role of Responsible Officer. He has a wealth of experience from the commercial world and has worked closely with the Finance Manager and fellow board member Amanda Garlick to ensure the trust maintains a strong Internal Audit function.

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

During the period two reports were commissioned to review transactions and systems. The Trustees then considered these findings. Over the year no material control weaknesses were reported and the Trustees are satisfied that the role of RO has been fulfilled very effectively.

### **Review of effectiveness**

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

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

Approved by order of the Board on 25/11/2021 and signed on its behalf by:



.....  
L Weeks  
Head Teacher



.....  
M Hutchinson  
Chair & Foundation Governor

# ST. JAMES' R.C. PRIMARY SCHOOL

## STATEMENT OF REGULARITY, PROPRIETY AND COMPLIANCE

**FOR THE YEAR ENDED 31 AUGUST 2021**

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As accounting officer of St. James' R.C. Primary School, I have considered my responsibility to notify the Academy Trust Board and the Education and 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 2020.

I confirm that I and the Academy Trust's Board are able to identify any material irregular or improper use of funds by the Academy Trust, or material non-compliance with the terms and conditions of funding under the Academy Trust's funding agreement and the Academies Financial Handbook 2020.

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



L Weeks  
**Accounting Officer**

25 November 2021



**ST. JAMES' R.C. PRIMARY SCHOOL**  
**STATEMENT OF TRUSTEES' RESPONSIBILITIES**  
**FOR THE YEAR ENDED 31 AUGUST 2021**

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The trustees (who are also the directors of St. James' R.C. Primary School for the purposes of company law) are responsible for preparing the Trustees' report and the Financial Statements in accordance with the Academies Accounts Direction 2020 to 2021 published by the Education and Skills Funding Agency, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the 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 in the Charities SORP 2019 and the Academies Accounts Direction 2020 to 2021;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the Financial Statements; and
- prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The 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 that 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 on 25 November 2021 and signed on its behalf by:



M Hutchinson  
**Chair & Foundation Governor**

# ST. JAMES' R.C. PRIMARY SCHOOL

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ST. JAMES' R.C. PRIMARY SCHOOL

**FOR THE YEAR ENDED 31 AUGUST 2021**

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### Opinion

We have audited the Financial Statements of St. James' R.C. Primary School for the year ended 31 August 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice), the Charities SORP 2019 and the Academies Accounts Direction 2020 to 2021 issued by the Education and Skills Funding Agency.

In our opinion the Financial Statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2021 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;
- have been prepared in accordance with the requirements of the Companies Act 2006; and
- have been prepared in accordance with the Charities SORP 2019 and the Academies Accounts Direction 2020 to 2021.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the 'Auditor's responsibilities for the audit of the Financial Statements' section of our report. We are independent of the Academy Trust in accordance with the ethical requirements that are relevant to our audit of the Financial Statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Academy Trust's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

### Other information

The Trustees are responsible for the other information, which comprises the information included in the annual report other than the Financial Statements and our auditor's report thereon. Our opinion on the Financial Statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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.

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# ST. JAMES' R.C. PRIMARY SCHOOL

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ST. JAMES' R.C. PRIMARY SCHOOL (CONTINUED)

**FOR THE YEAR ENDED 31 AUGUST 2021**

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### **Opinions 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 incorporated Strategic Report for the financial year for which the Financial Statements are prepared is consistent with the Financial Statements; and
- the Trustees' report including the incorporated 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 the knowledge and understanding of the Academy Trust and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report, including the incorporated 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 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 Trust's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the Financial Statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these Financial Statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

- Enquiry of management and those charged with governance around actual and potential litigation and claims.
  - Enquiry of management to identify any instances of non-compliance with laws and regulations.
  - Reviewing minutes of meetings of those charged with governance.
  - Reviewing internal assurance reports.
  - Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
  - Auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness, and evaluating the business rationale of significant transactions outside the normal course of business.
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# ST. JAMES' R.C. PRIMARY SCHOOL

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ST. JAMES' R.C. PRIMARY SCHOOL (CONTINUED)

**FOR THE YEAR ENDED 31 AUGUST 2021**

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A further description of our responsibilities for the audit of the Financial Statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

### **Use of our report**

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



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

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

**Chartered Certified Accountants**

Lynwood House

Crofton Road

Orpington

Kent

BR6 8QE

Dated: 16 December 2021

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

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

**FOR THE YEAR ENDED 31 AUGUST 2021**

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In accordance with the terms of our engagement letter dated 3 May 2012 and further to the requirements of the Education and Skills Funding Agency (ESFA) as included in the Academies Accounts Direction 2020 to 2021, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by St. James' R.C. Primary School during the period 1 September 2020 to 31 August 2021 have been applied to the purposes identified by Parliament and the financial transactions conform to the authorities which govern them.

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

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

The accounting officer is responsible, under the requirements of St. James' R.C. Primary School's funding agreement with the Secretary of State for Education dated 1 April 2012 and the Academies Financial Handbook, extant from 1 September 2020, 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 2020 to 2021. We report to you whether anything has come to our attention in carrying out our work which suggests that in all material respects, expenditure disbursed and income received during the period 1 September 2020 to 31 August 2021 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 Framework and Guide for External Auditors and Reporting Accountant of Academy Trusts issued by ESFA. We performed a limited assurance engagement as defined in our engagement letter.

The objective of a limited assurance engagement is to perform such procedures as to obtain information and explanations in order to provide us with sufficient appropriate evidence to express a negative conclusion on regularity.

A limited assurance engagement is more limited in scope than a reasonable assurance engagement and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in a reasonable assurance engagement. Accordingly, we do not express a positive opinion.

Our engagement includes examination, on a test basis, of evidence relevant to the regularity and propriety of the Academy Trust's income and expenditure.

# ST. JAMES' R.C. PRIMARY SCHOOL

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

**FOR THE YEAR ENDED 31 AUGUST 2021**

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The work undertaken to draw to our conclusion includes:

- Review of payments to staff;
- Review of payments to suppliers and other third parties;
- Review of grant and other income streams;
- Review of some key financial control procedures;
- Discussions with finance staff;
- Consideration of the record maintained by the Accounting Officer of the oversight they have exercised;
- Consideration of the programme of internal scrutiny implemented by the Academy Trust in order to comply with its obligations under 3.1 of the Academies Financial Handbook 2020, issued by the ESFA.
- Consideration of compliance with the 'musts' in the Academies Financial Handbook.

### Conclusion

In the course of our work, other than the matter noted below, nothing has come to our attention which suggests that in all material respects the expenditure disbursed and income received during the period 1 September 2020 to 31 August 2021 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

Matter 1: Current declaration of interest forms have not been completed for members.



**Baxter & Co**  
**Independent Reporting Accountants**  
**Chartered Certified Accountants**

Lynwood House  
Crofton Road  
Orpington  
Kent  
BR6 8QE

Dated: 16 December 2021

# ST. JAMES' R.C. PRIMARY SCHOOL

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2021

	Notes	Unrestricted funds £'000	Restricted funds: General    Fixed asset £'000    £'000		Total 2021 £'000	Restated Total 2020 £'000
<b>Income and endowments from:</b>						
Donations and capital grants	3	-	22	6	28	16
Charitable activities:						
- Funding for educational operations	4	21	1,056	-	1,077	1,060
Other trading activities	5	59	13	-	72	142
<b>Total</b>		<u>80</u>	<u>1,091</u>	<u>6</u>	<u>1,177</u>	<u>1,218</u>
<b>Expenditure on:</b>						
Raising funds	6	37	29	-	66	147
Charitable activities:						
- Grants	8	-	-	-	-	812
- Educational operations	7	22	1,176	3	1,201	1,126
<b>Total</b>	<b>6</b>	<u>59</u>	<u>1,205</u>	<u>3</u>	<u>1,267</u>	<u>2,085</u>
<b>Net income/(expenditure)</b>		21	(114)	3	(90)	(867)
Transfers between funds	16	(22)	43	(21)	-	-
<b>Other recognised gains/(losses)</b>						
Actuarial (losses)/gains on defined benefit pension schemes	18	-	(18)	-	(18)	23
<b>Net movement in funds</b>		(1)	(89)	(18)	(108)	(844)
<b>Reconciliation of funds</b>						
Total funds brought forward		93	(281)	38	(150)	694
Total funds carried forward		<u>92</u>	<u>(370)</u>	<u>20</u>	<u>(258)</u>	<u>(150)</u>

# ST. JAMES' R.C. PRIMARY SCHOOL

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2021

Comparative year information Year ended 31 August 2020	Notes	Unrestricted funds £'000	Restricted funds:		Restated
			General £'000	Fixed asset £'000	Total 2020 £'000
<b>Income and endowments from:</b>					
Donations and capital grants	3	-	13	3	16
Charitable activities:					
- Funding for educational operations	4	28	1,032	-	1,060
Other trading activities	5	54	88	-	142
<b>Total</b>		<u>82</u>	<u>1,133</u>	<u>3</u>	<u>1,218</u>
<b>Expenditure on:</b>					
Raising funds	6	62	85	-	147
Charitable activities:					
- Grants	8	-	812	-	812
- Educational operations	7	12	1,102	12	1,126
<b>Total</b>	6	<u>74</u>	<u>1,999</u>	<u>12</u>	<u>2,085</u>
<b>Net income/(expenditure)</b>		8	(866)	(9)	(867)
Transfers between funds	16	-	804	(804)	-
<b>Other recognised gains/(losses)</b>					
Actuarial gains on defined benefit pension schemes	18	-	23	-	23
<b>Net movement in funds</b>		8	(39)	(813)	(844)
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>85</u>	<u>(242)</u>	<u>851</u>	<u>694</u>
Total funds carried forward		<u>93</u>	<u>(281)</u>	<u>38</u>	<u>(150)</u>



# ST. JAMES' R.C. PRIMARY SCHOOL

## BALANCE SHEET

AS AT 31 AUGUST 2021

		2021		2020	
	Notes	£'000	£'000	£'000	£'000
<b>Fixed assets</b>					
Tangible assets	12		3		6
<b>Current assets</b>					
Debtors	13	16		54	
Cash at bank and in hand		238		279	
		<u>254</u>		<u>333</u>	
<b>Current liabilities</b>					
Creditors: amounts falling due within one year	14	(67)		(116)	
<b>Net current assets</b>			<u>187</u>		<u>217</u>
<b>Net assets excluding pension liability</b>			<u>190</u>		<u>223</u>
Defined benefit pension scheme liability	18		(448)		(373)
<b>Total net liabilities</b>			<u>(258)</u>		<u>(150)</u>
<b>Funds of the Academy Trust:</b>					
<b>Restricted funds</b>	16				
- Fixed asset funds			20		38
- Restricted income funds			78		92
- Pension reserve			(448)		(373)
<b>Total restricted funds</b>			<u>(350)</u>		<u>(243)</u>
<b>Unrestricted income funds</b>	16		<u>92</u>		<u>93</u>
<b>Total funds</b>			<u>(258)</u>		<u>(150)</u>

The Financial Statements on pages 21 to 44 were approved by the Trustees and authorised for issue on 25 November 2021 and are signed on their behalf by:

  
M Hutchinson  
Chair & Foundation Governor

Company Number 07976516

# ST. JAMES' R.C. PRIMARY SCHOOL

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 AUGUST 2021

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	Notes	2021 £'000	£'000	2020 £'000	£'000
<b>Cash flows from operating activities</b>					
Net cash used in operating activities	19		(47)		(547)
<b>Cash flows from investing activities</b>					
Capital grants from DfE Group		6		3	
Purchase of tangible fixed assets		-		(9)	
<b>Net cash provided by/(used in) investing activities</b>			<u>6</u>		<u>(6)</u>
<b>Net decrease in cash and cash equivalents in the reporting period</b>			(41)		(553)
Cash and cash equivalents at beginning of the year			<u>279</u>		<u>832</u>
<b>Cash and cash equivalents at end of the year</b>			<u>238</u>		<u>279</u>

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 AUGUST 2021

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#### 1 Accounting policies

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

##### 1.1 Basis of preparation

The Financial Statements of the Academy Trust, which is a public benefit entity under FRS 102, have been prepared under the historical cost convention in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102), the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their Financial Statements 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 2020 to 2021 issued by ESFA, the Charities Act 2011 and the Companies Act 2006.

##### 1.2 Going concern

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

##### 1.3 Income

All incoming resources are recognised when the Academy Trust has entitlement to the funds, the receipt is probable and the amount can be measured reliably.

###### Grants

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of meeting any performance-related conditions there is not unconditional entitlement to the income and its recognition is deferred and included in creditors as deferred income until the performance-related conditions are met. Where entitlement occurs before income is received, the income is accrued.

General Annual Grant is recognised in full in the Statement of Financial Activities in the period for which it is receivable, and any abatement in respect of the period is deducted from income and recognised as a liability.

Capital grants are recognised in full when there is an unconditional entitlement to the grant. Unspent amounts of capital grants are reflected in the Balance Sheet in the restricted fixed asset fund. Capital grants are recognised when there is entitlement and are not deferred over the life of the asset on which they are expended.

###### Sponsorship income

Sponsorship income provided to the Academy Trust which amounts to a donation is recognised in the Statement of Financial Activities in the period in which it is receivable (where there are no performance-related conditions), where the receipt is probable and it can be measured reliably.

###### Donations

Donations are recognised on a receivable basis (where there are no performance-related conditions) where the receipt is probable and the amount can be reliably measured.

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2021

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#### 1 Accounting policies

##### Other income

Other income, including the hire of facilities, is recognised in the period it is receivable and to the extent the Academy Trust has provided the goods or services.

##### Donated goods, facilities and services

Goods donated for resale are included at fair value, being the expected proceeds from sale less the expected costs of sale. If it is practical to assess the fair value at receipt, it is recognised in stock and 'Income from other trading activities'. Upon sale, the value of the stock is charged against 'Income from other trading activities' and the proceeds are recognised as 'Income from other trading activities'. Where it is impractical to fair value the items due to the volume of low value items they are not recognised in the Financial Statements until they are sold. This income is recognised within 'Income from other trading activities'.

##### Donated fixed assets

Donated fixed assets are measured at fair value unless it is impractical to measure this reliably, in which case the cost of the item to the donor is used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset category and depreciated over the useful economic life in accordance with the Academy Trust's accounting policies.

#### 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 are allocated on the portion of the asset's use.

All resources expended are inclusive of irrecoverable VAT.

##### Expenditure on raising funds

This includes all expenditure incurred by the Academy Trust to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

##### Charitable activities

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

#### 1.5 Tangible fixed assets and depreciation

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

Where tangible fixed assets have been acquired with the aid of specific grants, either from the government or from the private sector, they are included in the Balance Sheet at cost and depreciated over their expected useful economic life. Where there are specific conditions attached to the funding that require the continued use of the asset, the related grants are credited to a restricted fixed asset fund in the Statement of Financial Activities and carried forward in the Balance Sheet. Where tangible fixed assets have been acquired / funded by other income, the fixed asset fund is also credited. Depreciation on the relevant assets is charged directly to the restricted fixed asset fund in the Statement of Financial Activities.

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# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2021

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#### 1 Accounting policies

The TPS is an unfunded scheme and contributions are calculated to spread the cost of pensions over employees' working lives with the Academy Trust in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary based on quadrennial valuations using a prospective unit credit method. The TPS is an unfunded multi-employer scheme with no underlying assets to assign between employers. Consequently, the TPS is treated as a defined contribution scheme for accounting purposes and the contributions are recognised in the period to which they relate.

The LGPS is a funded multi-employer 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 net income or expenditure are the current service costs and the costs of scheme introductions, benefit changes, settlements and curtailments. They are included as part of staff costs as incurred. Net interest on the net defined benefit liability/asset is also recognised in the statement of financial activities and comprises the interest cost on the defined benefit obligation and interest income on the scheme assets, calculated by multiplying the fair value of the scheme assets at the beginning of the period by the rate used to discount the benefit obligations. The difference between the interest income on the scheme assets and the actual return on the scheme assets is recognised in other recognised gains and losses. Actuarial gains and losses are recognised immediately in other recognised gains and losses.

#### 1.11 Fund accounting

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

Restricted fixed asset funds are resources which are to be applied to specific capital purposes imposed by 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.

#### 2 Critical accounting estimates and areas of judgement

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

##### 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 or income for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 18, 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 2019 has been used by the actuary in valuing the pensions liability at 31 August 2021. 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.

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# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2021

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#### 2 Critical accounting estimates and areas of judgement

##### Critical areas of judgement

In preparing these Financial Statements, the Trustees have not needed to exercise any subjective judgements that would be critical to the Academy Trust's Financial Statements.

#### 3 Donations and capital grants

	Unrestricted funds £'000	Restricted funds £'000	Total 2021 £'000	Total 2020 £'000
Capital grants	-	6	6	3
Other donations	-	22	22	13
	<u>-</u>	<u>28</u>	<u>28</u>	<u>16</u>

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

### 4 Funding for the Academy Trust's educational operations

	Unrestricted funds £'000	Restricted funds £'000	Total 2021 £'000	Restated Total 2020 £'000
<b>DfE / ESFA grants</b>				
General annual grant (GAG)	-	873	873	856
Other DfE / ESFA grants:				
- UIFSM	-	40	40	39
- Pupil premium	-	17	17	18
- Others	-	69	69	68
	<u>-</u>	<u>999</u>	<u>999</u>	<u>981</u>
<b>Other government grants</b>				
Local authority grants	-	14	14	22
	<u>-</u>	<u>14</u>	<u>14</u>	<u>22</u>
<b>COVID-19 additional funding (DfE / ESFA)</b>				
Catch-up premium	-	17	17	-
Other DfE / ESFA COVID-19 funding	-	3	3	-
	<u>-</u>	<u>20</u>	<u>20</u>	<u>-</u>
<b>COVID-19 additional funding (non-DfE / ESFA)</b>				
Coronavirus job retention scheme grant	-	18	18	7
	<u>-</u>	<u>18</u>	<u>18</u>	<u>7</u>
	<u>-</u>	<u>38</u>	<u>38</u>	<u>7</u>
<b>Other funding</b>				
Catering income	20	-	20	23
Other incoming resources	1	5	6	27
	<u>21</u>	<u>5</u>	<u>26</u>	<u>50</u>
<b>Total funding</b>	<u>21</u>	<u>1,056</u>	<u>1,077</u>	<u>1,060</u>

Following the reclassification in the Academies Accounts Direction 2020/21 of some grants received from the Department for Education and ESFA, the Academy Trust's funding for Universal Infant Free School Meals and Pupil Premium is no longer reported under the Other DfE group grants heading, but as separate lines under the Other DfE/ESFA grants heading. The prior year numbers have been reclassified.

The Academy Trust has been eligible to claim additional funding in the year from government support schemes in response to the Coronavirus outbreak. The funding received is shown above under "COVID-19 additional funding".

- The funding received for coronavirus exceptional support covers Emergency Covid funding of £3k and Covid Catch-up premium of £17k. These costs are included in notes 6 and 7 below as appropriate.
- The Academy Trust furloughed some of its breakfast and after school club staff under the government's Coronavirus job retention scheme. Job retention scheme funding was received of £18k and relates to staff costs in respect of 11 staff, which are included within note 9 below as appropriate.



# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

### 5 Other trading activities

	Unrestricted funds £'000	Restricted funds £'000	Total 2021 £'000	Restated Total 2020 £'000
Hire of facilities	1	-	1	1
Before and after school club income	58	-	58	53
Other	-	13	13	88
	<u>59</u>	<u>13</u>	<u>72</u>	<u>142</u>

### 6 Expenditure

	Staff costs £'000	Non-pay expenditure Premises £'000	Other £'000	Total 2021 £'000	Restated Total 2020 £'000
Expenditure on raising funds					
- Direct costs	52	-	14	66	147
Academy's educational operations					
- Direct costs	757	2	68	827	786
- Allocated support costs	190	71	113	374	340
Grants - support costs	-	-	-	-	812
	<u>999</u>	<u>73</u>	<u>195</u>	<u>1,267</u>	<u>2,085</u>

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

	2021 £'000	2020 £'000
Fees payable to auditor for:		
- Audit	6	6
- Other services	12	8
Operating lease rentals	2	2
Depreciation of tangible fixed assets	3	12
Net interest on defined benefit pension liability	7	5
	<u>28</u>	<u>33</u>

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

### 7 Charitable activities

	Unrestricted funds £'000	Restricted funds £'000	Total 2021 £'000	Restated Total 2020 £'000
<b>Direct costs</b>				
Educational operations	22	805	827	786
<b>Support costs</b>				
Educational operations	-	374	374	1,152
	<u>22</u>	<u>1,179</u>	<u>1,201</u>	<u>1,938</u>

<b>Analysis of costs</b>	2021 £'000	Restated 2020 £'000
<b>Direct costs</b>		
Teaching and educational support staff costs	757	711
Staff development	4	5
Depreciation	2	9
Technology costs	5	6
Educational supplies and services	40	34
Educational consultancy	7	-
Other direct costs	12	21
	<u>827</u>	<u>786</u>
<b>Support costs</b>		
Support staff costs	140	131
Defined benefit pension scheme - staff costs (FRS102 adjustment)	50	49
Depreciation	1	3
Technology costs	5	10
Maintenance of premises and equipment	19	823
Cleaning	18	19
Energy costs	3	10
Rent, rates and other occupancy costs	19	16
Insurance	3	6
Security and transport	8	2
Catering	43	38
Defined benefit pension scheme - finance costs (FRS102 adjustment)	7	5
Other support costs	38	23
Governance costs	20	17
	<u>374</u>	<u>1,152</u>

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

### 8 Analysis of grant expenditure

	Unrestricted funds £'000	Restricted funds £'000	Total 2021 £'000	Total 2020 £'000
Improvements to diocesan property occupied by the Academy Trust	-	-	-	812

### 9 Staff

#### Staff costs

Staff costs during the year were:

	2021 £'000	2020 £'000
Wages and salaries	712	680
Social security costs	68	60
Pension costs	162	153
Defined benefit pension scheme - staff costs (FRS102 adjustment)	50	49
Staff costs - employees	992	942
Agency staff costs	7	5
	<u>999</u>	<u>947</u>

#### Staff numbers

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

	2021 Number	2020 Number
Teachers	16	12
Administration and support	25	25
Management	3	3
	<u>44</u>	<u>40</u>

The number of persons employed, expressed as a full time equivalent, was as follows:

	2021 Number	2020 Number
Teachers	8	9
Administration and support	12	12
Management	2	2
	<u>22</u>	<u>23</u>

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2021

#### 9 Staff

##### Higher paid staff

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

	2021 Number	2020 Number
£60,000 - £70,000	-	1
£70,001 - £80,000	1	-
	<u>1</u>	<u>1</u>

##### Key management personnel

The key management personnel of the Academy Trust comprise the Trustees and the senior management team as listed on page . The total amount of key management personnel employee benefits (including employer pension contributions and employer national insurance contributions) received by key management personnel for their services to the Academy Trust was £417,943 (2020: £389,817).

#### 10 Trustees' remuneration and expenses

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

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

##### L Weeks (Head Teacher):

- Remuneration: £70,000 - £75,000 (2020: £65,000 - £70,000)
- Employer's pension contributions: £15,000 - £20,000 (2020: £15,000 - £20,000)

##### A Garlick (Staff Trustee - Appointed 2 October 2019):

- Remuneration: £35,000 - £40,000 (2020: £30,000 - £35,000)
- Employer's pension contributions: £5,000 - £10,000 (2020: £5,000 - £10,000)

##### M Willson (Staff Trustee):

- Remuneration: £55,000 - £60,000 (2020: £50,000 - £55,000)
- Employer's pension contributions: £10,000 - £15,000 (2020: £10,000 - £15,000)

During the year, expense payments totalling £nil (2020: £184) were reimbursed or paid directly to no Trustees (2020: 3 Trustees). Reimbursements were made for expenses incurred in the normal course of employment.

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

#### 11 Trustees' and officers' insurance

In accordance with normal commercial practice, the Academy Trust has purchased insurance to protect Trustees and officers from claims arising from negligent acts, errors or omissions occurring whilst on Academy Trust business. The insurance provides cover up to £2,000,000 on any one claim and the cost for the year ended 31 August 2021 was £63 (2020: £61). The cost of this insurance is included in the total insurance cost.

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2021

#### 12 Tangible fixed assets

	<b>Computer equipment £'000</b>
<b>Cost</b>	
At 1 September 2020 and 31 August 2021	36
<b>Depreciation</b>	
At 1 September 2020	30
Charge for the year	3
At 31 August 2021	33
<b>Net book value</b>	
At 31 August 2021	3
At 31 August 2020	6

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

The Trustees of the Academy Trust have considered carefully the requirements of and guidance notes within the Academies Accounts Direction 2020 to 2021 issued by the ESFA. They have concluded, taking into account the rights and obligations placed upon the Academy Trust by the supplemental agreement, that the substance of the arrangement is not materially different to its legal form. Accordingly they have concluded that it would be misleading to recognise the Academy's right to occupy its buildings as a fixed asset on its balance sheet.

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

#### 13 Debtors

	<b>2021 £'000</b>	<b>2020 £'000</b>
VAT recoverable	8	20
Prepayments and accrued income	8	34
	<u>16</u>	<u>54</u>

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

**14 Creditors: amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£'000</b>	<b>£'000</b>
Trade creditors	-	3
Other taxation and social security	15	14
Other creditors	18	17
Accruals and deferred income	34	82
	<u>67</u>	<u>116</u>

**15 Deferred income**

	<b>2021</b>	<b>2020</b>
	<b>£'000</b>	<b>£'000</b>
Deferred income is included within:		
Creditors due within one year	<u>23</u>	<u>23</u>
Deferred income at 1 September 2020	23	22
Released from previous years	(23)	(22)
Resources deferred in the year	<u>23</u>	<u>23</u>
<b>Deferred income at 31 August 2021</b>	<u>23</u>	<u>23</u>

Deferred income relates to Universal Infant Free School Meal grant of £23k (2020: £23k).

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

### 16 Funds

	Balance at 1 September 2020 £'000	Income £'000	Expenditure £'000	Gains, losses and transfers £'000	Balance at 31 August 2021 £'000
<b>Restricted general funds</b>					
General Annual Grant (GAG)	15	873	(940)	52	-
UIFSM	-	40	(40)	-	-
Pupil premium	-	17	(17)	-	-
Other DfE / ESFA grants	3	69	(72)	-	-
Catch up premium	-	17	(17)	-	-
Other DfE/ESFA COVID-19 funding	-	3	(3)	-	-
Other government grants	3	32	(35)	-	-
Other restricted funds	71	22	(6)	(9)	78
Coronavirus Job retention scheme grant	-	18	(18)	-	-
Pension reserve	(373)	-	(57)	(18)	(448)
	<u>(281)</u>	<u>1,091</u>	<u>(1,205)</u>	<u>25</u>	<u>(370)</u>
<b>Restricted fixed asset funds</b>					
DfE group capital grants	32	6	-	(21)	17
Capital expenditure from GAG and other funds	6	-	(3)	-	3
	<u>38</u>	<u>6</u>	<u>(3)</u>	<u>(21)</u>	<u>20</u>
<b>Total restricted funds</b>	<u>(243)</u>	<u>1,097</u>	<u>(1,208)</u>	<u>4</u>	<u>(350)</u>
<b>Unrestricted funds</b>					
General funds	93	80	(59)	(22)	92
	<u>93</u>	<u>80</u>	<u>(59)</u>	<u>(22)</u>	<u>92</u>
<b>Total funds</b>	<u>(150)</u>	<u>1,177</u>	<u>(1,267)</u>	<u>(18)</u>	<u>(258)</u>

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

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

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

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

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

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

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

### 16 Funds

Comparative information in respect of the preceding period is as follows:

	Balance at 1 September 2019 £'000	Income £'000	Expenditure £'000	Gains, losses and transfers £'000	Balance at 31 August 2020 £'000
<b>Restricted general funds</b>					
General Annual Grant (GAG)	29	856	(1,683)	813	15
Pupil premium	-	18	(18)	-	-
Other DfE / ESFA grants	5	107	(109)	-	3
Other government grants	-	29	(26)	-	3
Other restricted funds	66	123	(109)	(9)	71
Pension reserve	(342)	-	(54)	23	(373)
	<u>(242)</u>	<u>1,133</u>	<u>(1,999)</u>	<u>827</u>	<u>(281)</u>
<b>Restricted fixed asset funds</b>					
DfE group capital grants	844	3	(2)	(813)	32
Capital expenditure from GAG and other funds	7	-	(10)	9	6
	<u>851</u>	<u>3</u>	<u>(12)</u>	<u>(804)</u>	<u>38</u>
<b>Total restricted funds</b>	<u>609</u>	<u>1,136</u>	<u>(2,011)</u>	<u>23</u>	<u>(243)</u>
<b>Unrestricted funds</b>					
General funds	85	82	(74)	-	93
	<u>85</u>	<u>82</u>	<u>(74)</u>	<u>-</u>	<u>93</u>
<b>Total funds</b>	<u>694</u>	<u>1,218</u>	<u>(2,085)</u>	<u>23</u>	<u>(150)</u>

### 17 Analysis of net assets between funds

	Unrestricted Funds £'000	Restricted funds: General £'000	Fixed asset £'000	Total Funds £'000
<b>Fund balances at 31 August 2021 are represented by:</b>				
Tangible fixed assets	-	-	3	3
Current assets	92	145	17	254
Creditors falling due within one year	-	(67)	-	(67)
Defined benefit pension liability	-	(448)	-	(448)
	<u>92</u>	<u>(370)</u>	<u>20</u>	<u>(258)</u>
<b>Total net assets</b>	<u>92</u>	<u>(370)</u>	<u>20</u>	<u>(258)</u>



# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

### 17 Analysis of net assets between funds

	Unrestricted	Restricted funds:		Total
	Funds	General	Fixed asset	Funds
	£'000	£'000	£'000	£'000
<b>Fund balances at 31 August 2020 are represented by:</b>				
Tangible fixed assets	-	-	6	6
Current assets	93	208	32	333
Creditors falling due within one year	-	(116)	-	(116)
Defined benefit pension liability	-	(373)	-	(373)
<b>Total net assets</b>	<b>93</b>	<b>(281)</b>	<b>38</b>	<b>(150)</b>

### 18 Pension and similar obligations

The Academy Trust's employees belong to two principal pension schemes: the Teachers' Pension Scheme England and Wales (TPS) for academic and related staff; and the Local Government Pension Scheme (LGPS) for non-teaching staff, which is managed by London Borough of Bromley. Both are multi-employer defined benefit schemes.

The latest actuarial valuation of the TPS related to the period ended 31 March 2016, and that of the LGPS related to the period ended 31 March 2019.

Contributions amounting to £18k (2020: £17k) were payable to the schemes at 31 August 2021 and are included within creditors.

#### Teachers' Pension Scheme

##### Introduction

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pension Scheme Regulations 2014. Membership is automatic for teachers in academies. All teachers have the option to opt out of the TPS following enrolment.

The TPS is an unfunded scheme to which both the member and employer makes contributions, as a percentage of salary. These contributions 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 every 4 years. 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 2016. The valuation report was published by the Department for Education on 5 March 2019.

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2021

#### 18 Pension and similar obligations

The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 23.68% of pensionable pay (including a 0.08% employer administration levy)
- total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £218,100 million, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £196,100 million giving a notional past service deficit of £22,000 million
- the SCAPE rate, set by HMT, is used to determine the notional investment return. The current SCAPE rate is 2.4% above the rate of CPI. The assumed real rate of return is 2.4% in excess of prices and 2% in excess of earnings. The rate of real earnings growth is assumed to be 2.2%. The assumed nominal rate of return including earnings growth is 4.45%.

The next valuation result is due to be implemented from 1 April 2023.

The employer's pension costs paid to the TPS in the period amounted to £99k (2020: £91k).

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

Under the definitions set out in FRS 102, the TPS is an unfunded multi-employer pension scheme. The Academy Trust has accounted for its contributions to the scheme as if it were a defined contribution scheme. The Academy Trust has set out above the information available on the scheme.

#### Local Government Pension Scheme

The LGPS is a funded defined benefit pension scheme, with the assets held in separate trustee-administered funds. The total contributions are as noted below. The agreed contribution rates for future years are 23.3% for employers and 5.5% to 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 Trust closure, outstanding Local Government Pension Scheme liabilities would be met by the Department for Education. The guarantee came into force on 18 July 2013.

<b>Total contributions made</b>	<b>2021</b>	<b>2020</b>
	<b>£'000</b>	<b>£'000</b>
Employer's contributions	63	62
Employees' contributions	16	15
Total contributions	<u>79</u>	<u>77</u>

  

<b>Principal actuarial assumptions</b>	<b>2021</b>	<b>2020</b>
	<b>%</b>	<b>%</b>
Rate of increase in salaries	4.30	3.80
Rate of increase for pensions in payment/inflation	2.90	2.40
Discount rate for scheme liabilities	1.70	1.80
Rate of CPI inflation	<u>2.80</u>	<u>2.30</u>

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2021

#### 18 Pension and similar obligations

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

	<b>2021</b>	<b>2020</b>
	<b>Years</b>	<b>Years</b>
Retiring today		
- Males	22.9	22.8
- Females	25.3	25.2
Retiring in 20 years		
- Males	24.8	24.7
- Females	27.3	27.2

Scheme liabilities would have been affected by changes in assumptions as follows:

	<b>2021</b>	<b>2020</b>
Discount rate + 0.1%	1,340	1,055
Discount rate - 0.1%	1,399	1,102
Life expectancy + 1 year	1,411	1,108
Life expectancy - 1 year	1,328	1,049
Salary rate + 0.1%	1,372	1,081
Salary rate - 0.1%	1,366	1,075
Pensions rate + 0.1%	1,398	1,101
Pensions rate - 0.1%	1,341	1,055

#### Defined benefit pension scheme net liability

	<b>2021</b>	<b>2020</b>
	<b>£'000</b>	<b>£'000</b>
Scheme assets	921	705
Scheme obligations	(1,369)	(1,078)
Net liability	(448)	(373)

#### The Academy Trust's share of the assets in the scheme

	<b>2021</b>	<b>2020</b>
	<b>Fair value</b>	<b>Fair value</b>
	<b>£'000</b>	<b>£'000</b>
Equities	607	462
Other Bonds	73	44
Government Bonds	27	49
Cash / Liquidity	8	6
Property	45	27
Other assets	161	117
Total market value of assets	921	705

The actual return on scheme assets was £139,000 (2020: £26,000).

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2021

#### 18 Pension and similar obligations

<b>Amount recognised in the statement of financial activities</b>	<b>2021 £'000</b>	<b>2020 £'000</b>
Current service cost	111	109
Interest income	(13)	(12)
Interest cost	20	17
Administration expenses	2	2
<b>Total operating charge</b>	<b>120</b>	<b>116</b>

  

<b>Changes in the present value of defined benefit obligations</b>	<b>2021 £'000</b>
At 1 September 2020	1,078
Current service cost	111
Interest cost	20
Employee contributions	16
Actuarial loss/(gain)	144
<b>At 31 August 2021</b>	<b>1,369</b>

  

<b>Changes in the fair value of the Academy Trust's share of scheme assets</b>	<b>2021 £'000</b>
At 1 September 2020	705
Interest income	13
Actuarial gain	126
Employer contributions	63
Employee contributions	16
Administration expenses	(2)
<b>At 31 August 2021</b>	<b>921</b>

# ST. JAMES' R.C. PRIMARY SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2021

#### 19 Reconciliation of net expenditure to net cash flow from operating activities

	2021 £'000	2020 £'000
Net expenditure for the reporting period (as per the statement of financial activities)	(90)	(867)
Adjusted for:		
Capital grants from DfE and other capital income	(6)	(3)
Defined benefit pension costs less contributions payable	50	49
Defined benefit pension scheme finance cost	7	5
Depreciation of tangible fixed assets	3	12
Decrease in debtors	38	554
(Decrease) in creditors	(49)	(297)
<b>Net cash used in operating activities</b>	<b>(47)</b>	<b>(547)</b>

#### 20 Long-term commitments, including operating leases

At 31 August 2021 the total of the Academy Trust's future minimum lease payments under non-cancellable operating leases was:

	2021 £'000	2020 £'000
Amounts due within one year	2	2
Amounts due in two and five years	2	3
	<u>4</u>	<u>5</u>

#### 21 Related party transactions

Owing to the nature of the Academy Trust's operations and the composition of the Board being drawn from local public and private sector organisations, transactions may take place with organisations in which the Academy Trust has an interest. All transactions involving such organisations are conducted at arm's length and in accordance with the Academy Trust's financial regulations and normal procurement procedures. The following related party transaction took place in the period of account.

J Flower, a close family member of A Garlick (a Trustee) is employed at the Trust. Their appointment was made in open competition and the respective Trustee was not involved in the decision making process regarding the appointment. The amounts paid were within the normal pay scale for their role and no special treatment was received as a result of their relationship to the respective Trustee.

A Garlick is a Governor of the Academy Trust and is also an employee. During the year the Trust purchased services from A Garlick, additional to duties of employment, for £nil (2020: £1,859). No balance was outstanding at 31 August 2021.

In entering into the above transactions, the Trust has complied with the requirements of ESFA's Academies Financial Handbook.

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

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

***FOR THE YEAR ENDED 31 AUGUST 2021***

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### **22 Members' liability**

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

### **23 Prior year adjustment**

Allocation of income and expenditure to appropriate headings was considered following the reclassifications in the Academies Accounts Direction 2020/2021 and the ESFA chart of accounts. The allocation of income and expenditure in the prior year has been amended in order for the two years to be comparable. There was no impact on the reported surplus for the year, reserves at year end or on any balance sheet items.