

CHARLTON KINGS INFANTS' SCHOOL
(A COMPANY LIMITED BY GUARANTEE)

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

**CHARLTON KINGS INFANTS' SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

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CHARLTON KINGS INFANTS' SCHOOL
(A COMPANY LIMITED BY GUARANTEE)

REFERENCE AND ADMINISTRATIVE DETAILS

Members	J Atack A Cripps (appointed 1 July 2021) S Thomas (appointed 1 July 2021) W Partridge (appointed 1 July 2021)
Trustees	J Atack, Chair of Provision Committee (resigned 7 July 2021) ^{1,3} V Costello (appointed 25 January 2021) ¹ P Engelbrecht (resigned 23 September 2020) ^{2,3} M Homewood ^{2,3} K James, Head Teacher ^{1,2,3} W Joice, Vice Chair ^{2,3} L Kemple ^{2,3} L McRitchie ¹ E Muskett ¹ J Newstead ¹ N Owens ¹ R Pritchard (resigned 23 September 2020) ¹ J Roberts, Chair of Audit Committee ^{2,3} H Schmidt, Chair of Trustees & Chair of F&O until 23 September 2020 (resigned 23 September 2020) ² F Tyler (resigned 7 July 2021) ¹ A Waller, Chair of Trustees & Chair of F&O from 23 September 2020 ^{2,3} ¹ Provision Committee ² Finance & Operations Committee ³ Audit Committee
Company registered number	07689749
Company name	Charlton Kings Infants' School
Principal and registered office	Lyefield Road East Charlton Kings Cheltenham GL53 8AY
Company secretary	K Sales
Accounting officer	K James
Senior management team	K James, Headteacher N Owens, Assistant Headteacher A Price, Assistant Headteacher L Parsons, Year Group Leader J Jones, SENDCO (resigned 21/02/21) K Marquess, School Business Manager S Durant, School Business Manager (appointed 19/04/21) R Koller, Year Group Leader E Turner, Year Group Leader

**CHARLTON KINGS INFANTS' SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

**REFERENCE AND ADMINISTRATIVE DETAILS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

Independent auditors	Bishop Fleming LLP Chartered Accountants Statutory Auditors 10 Temple Back Bristol BS1 6FL
Bankers	Santander UK Plc Cheltenham Gloucestershire GL50 1ER Lloyds Bank Plc 130 High Street Cheltenham Gloucestershire GL50 1EW
Solicitors	Harrison Clark Rickerbys Ellenborough House Wellington Street Cheltenham Gloucestershire GL50 1YD

**CHARLTON KINGS INFANTS' SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2021**

The Trustees present their annual report together with the financial statements and auditors' report of the Charitable Company for the year ended 31 August 2021. The annual report serves the purpose of both a Trustees' report, and a Directors' report under company law.

The Trust operates an academy for pupils aged 4 to 7 in Charlton Kings. It has a pupil capacity of 270 and had a roll of 270 in the school census on 21st January 2021.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

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 Trustees of Charlton Kings Infants' School are also the directors of the Charitable Company for the purposes of company law.

Details of the Trustees who served throughout the academic year 2020-21, and to the date the accounts are approved are included in the Reference and Administration Details in separate document.

Members' Liability

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

Trustees' Indemnities

In accordance with normal commercial practice the Academy has purchased insurance to protect Trustees and officers from claims arising from negligent acts, errors or omissions occurring whilst on Academy business. The insurance provides cover up to £2,000,000 on any one claim.

Method of recruitment and appointment or election of Trustees

The Academy Trust have the following Trustees as set out in its Articles of Association and funding agreement:

- up to 6 Member Trustees who are appointed by members.
- up to 6 Parent Trustees (minimum 2) who are elected by Parents of registered pupils at the Academy.
- up to 6 staff Trustees appointed by Trustee board.
- up to 3 co-opted governors appointed by members.
- the Head Teacher who is treated for all purposes as being an ex officio Governor.
- Additional governors by the Secretary of State as he thinks fit.

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

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

Policies and Procedures adopted for the Induction and Training of Trustees

The Academy has a Trustee Recruitment, Induction and Training policy available from the Clerk to the Trustees.

All Trustees are subject to an induction period with training and information given. The training and induction provided for new Trustees will depend upon their existing experience but would always include a tour of the Academy and a chance to meet staff and pupils. All Trustees are provided with copies of policies, procedures, minutes, accounts, budgets, plans and other documents that they will need to undertake their role as Trustees. As there are normally only two or three new Trustees a year, induction tends to be done informally and is tailored specifically to the individual. All new trustees are provided with a mentor/buddy. Advantage is taken of specific courses offered by the Local Authority and other bodies.

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

Training in 2020/21 has included: Safeguarding; Child Protection and Assessment and data analysis.

Further Governor training includes:

- J Newstead: CPD Level 3 safeguarding training – December 2021
SEND February 2021
- A Waller: The Role of the Chair – November 2020
Safer recruitment – March 2021;
NGA: Setting Performance Objectives for Executive Leaders May 2021
- E Muskett Medical needs training – October 2021

Clerk training

- K Sales Company Secretary (Veale Wasbrough Vizards LLP) – November 2020
Medical needs training – October 2020
NGA CPD: Clerking - Introduction to Clerking in Academies – October 2020
NGA CPD: Clerking a Trust or an Academy – January 2021
NGA CPD: Recording a meeting – February 2021
NGA CPD: Supporting the Governing Body in Raising School Standards – February 2021
NGA CPD: Key Functions of the Governing Board – March 2021
NGA CPD: The Clerk as Co-ordinator of Continuing Professional Development – March 2021
NGA CPD: Different Models of Governance – March 2021

The clerk to the Board of Trustees maintains a training record for all Trustees, detailing all mandatory training and expiration dates as well as covering the non-mandatory training. This ensures we manage and understand the scope and levels of skills held by the Board of Trustees at any one time. The clerk also maintains a succession planning record to enable us to prepare for the new Trustee appointments and prepare for when roles or skills need to be succeeded.

Organisational Structure

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

There are three committees as follows;

- Finance and Operations (F&O) Committee - this meets at least six times in the year and was responsible for monitoring, evaluating and reviewing policy and performance in relation to financial management, compliance with reporting and regulatory requirements and reporting, receiving reports from the Responsible Officer/internal audit and drafting the annual budget including setting staffing levels. Grounds, building and personnel matters were discussed at F&O Committee meetings.
- Audit Committee – this meets two or three times in the year. It was responsible for oversight of the audit and risk process.
- Provision Committee - this meets at least four times in the year and was responsible for monitoring, evaluating and reviewing policy and performance in relation to teaching and learning and the provision of extended services including Kindergarten and Kids Club. The committee ensure an overview and monitoring of curriculum design, target setting and assessment, examinations and all pastoral issues. The committee also ensures an oversight regarding communications with all school stakeholders.
- Admissions Committee which meets twice a year to deal with all matters relating to admissions.

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

The Trustees and Board of Trustees have devolved responsibility for day to day management of the Academy to the Head teacher and Senior Leadership Team (SLT). The SLT comprises the Head teacher, Two Assistant Head teachers, Year Group Leaders and the School Business Managers (both SBMs work part time and

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

share this post). The SLT implement the policies laid down by the Trustees and report back to them on performance.

The Academy has a leadership structure which consists of the Trustees, The Senior Leadership Team and Year Group Leaders. The aim of the leadership structure is to devolve responsibility and encourage involvement in decision making at all levels.

The Head Teacher is the Accounting Officer.

Arrangements for setting pay and remuneration of key management personnel

The Trustees consider the Board of Trustees and the senior leadership team comprise the key management personnel of the Academy in charge of directing and controlling, running and operating the Trust on a day-to-day basis. All Trustees give their time freely and no Trustee received remuneration in the year.

Details of Trustees' expenses and related party transactions are disclosed in the notes to the accounts.

The pay of key management personnel is reviewed annually and normally increased in accordance with average earnings.

The Board of Trustees has agreed pay and performance management policies for all staff and these are reviewed annually. The Board has also agreed to abide by the terms of the School Teachers Pay and Conditions Document when considering any pay decisions relating to teaching staff. A Pay Panel consisting of some of the Trustees has delegated responsibility to consider the pay and performance of the Head teacher. The pay of key management personnel is set up by the Pay Panel taking into account recommendations by the Head Teacher following performance review.

Related Parties and other Connected Charities and Organisations

There are no related parties which either control or significantly influence the decisions and operations of Charlton Kings Infants' School. There are no sponsors, but there is a Parent and Friends Association associated with the Academy.

OBJECTIVES AND ACTIVITIES

Objects and Aims

The Academy's principal activities are, for the public benefit to:

- (a) advance and promote education by, in particular but not limited to, the provision of facilities or property for any educational institution;
- (b) advance any other purposes which are exclusively charitable within the laws of England and Wales as may be determined by the Trustees.

In addition, the aims of the Academy (as set down in section 1(6) of the Academies Act 2010) are that the Academy:

- Provides education for pupils who are wholly or mainly drawn from the area in which the Academy is situated;
- Provides a balanced, creative and comprehensive curriculum;
- Continues to raise the standard of educational attainment and achievement of all pupils;
- Develops students as effective life-long learners;
- Ensures that every child enjoys the same high quality education in terms of resourcing, tuition and care;
- Complies with all appropriate statutory and curriculum requirements;
- Provides education for pupils of different abilities including those with additional needs and those recognised as having higher abilities in various areas;
- Provides value for money for the funds expended;

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

- Develops the Academy's capacity to manage change; and
- Conducts business in accordance with the highest standards of integrity, probity and openness (The Nolan Principles).

Objectives, Strategies and Activities

Key activities and targets were identified in the Academy Development Plan and were influenced by the significant challenges and opportunities arising from national changes in education policy and funding. Key activities were also expanded upon during the academic year due to the impact of the global pandemic (these were not outlined in the Academy's Development Plan but has a significant impact on the operational priorities of the Academy. The activities included the following:

- Embedding the school's vision statement and defining the 3–5 year strategic plan to address key priorities for improvement and budget planning.
- Reviewing and adapting curriculum design and implementation as a direct result of early assessment and ongoing stringent monitoring of the impact of teaching and learning.
- Reviewing and embedding new home learning policy, alongside the 'remote education' offer.
- Continuing to ensure positive mental health and well-being of all by establishing 'growth mindset'.
- Ensuring school rules and expectations reflect the school's vision and values and embedding our school 'RESPECT' learning characteristics within our curriculum and daily practice.
- Continuing to develop partnership working and school to school support through Teaching School Partnership, GASH & CLP and develop focus on networking with other Single Academy Trusts in the South West
- Embedding the robust 3-year premises and maintenance cycle. Maintaining and identifying ongoing priorities in respect of school premises.

Due to the global pandemic, additional key activities included:

- Maintaining a childcare provision for children of Keyworkers during national lockdown.
- Implementing government guidance and statutory requirements to ensure protective measures were in place within the school both during lockdown and in returning to school.
- Maintaining a remote education offer for pupils during lockdown and during the return to school when any children remained educated from home.
- Managing additional funding and staffing pressures as a direct impact of the pandemic.

In order to meet our aims and objectives, we ensure that the Academy is governed, led and managed in a way which facilitates self-critical review, ambitious but realistic strategic planning, prudent budgeting and effective development planning. It is also outward looking since it involves analysis of aspects of a fast-changing world and other political, social, environmental and economic factors which may affect the nature and relevance of our provision.

Our pupils, parents, staff and Trustees are engaged through a trustworthy culture of openness regarding the Academy's values, purpose, priorities and our strategic direction. The Academy's long term aims, objectives and strategies are reviewed annually during the development planning process. The Head teacher reports on progress in implementing the Academy Development Plan to Trustees on a termly basis.

Each autumn the Head teacher reviews, with Trustees' Provision Committee, the Academy's effectiveness using a number of agreed performance indicators, including statistical data (where available) relating to academic performance.

Additionally, the Trustees seek the advice of an educational consultant. This consultant assists the Trustees in managing the Head teacher's performance management. The Academy has a well-established programme of staff performance, appraisal and target setting for teachers and teaching partners (teaching assistants).

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

Medium to long term objectives:

- To provide the best possible outcomes for children by working to achieve the highest standards in teaching, pastoral care and the extra-curricular programme so that each child thrives at the Academy;
- To become a centre of excellence for education within the early years foundation stages (EYFS) and Key Stage 1 by collaborating with other schools for the benefit of the children in the wider community;
- To maintain and further develop our buildings and resources to provide facilities that are sustainable and fit for the 21st century;
- To recruit and retain highly effective staff;
- To provide continuous professional development for our staff so that they are able to respond effectively to the changing demands of their roles;
- To remain financially stable, with a strong control on expenditure and to obtain best value in financial decision making; and
- To continue to foster good relations with all our stakeholders.

Public Benefit

The Trustees confirm that they have complied with the duty in Section 17(5) of the Charities Act 2011 to have due regard to the Charity Commissioner's general guidance on public benefit in exercising their powers or duties. They have referred to this guidance when reviewing the Academy's aims and objectives and in planning its future activities.

The Academy aims to advance for the public benefit, education in Charlton Kings and the surrounding area. In particular, but without prejudice to the generality of the foregoing by estimating, maintaining, managing and development of early years settings and schools, offering a broad curriculum with a strong emphasis on, but in no way limited to the specialism of Early Years and 'Continuous Provision'.

The Academy provides facilities for recreational and other leisure time activities for the community at large in the interests of social welfare and with the interest of improving the life of the said community. This includes gymnastics lessons. Ju jitsu, use of our 'Forest school' provision by local early years' settings and holiday club provision.

STRATEGIC REPORT

Achievements and Performance

The Academy is in its tenth year of operation. The total number of students in the year ended 31 August 2021 was 270 and this has stayed at 270 in September 2021. The Academy is at capacity in all year groups as of October 2021. (The academy has a waiting list in operation).

During the year the Academy consulted all stakeholders in order to define the school's vision statement. Trustees ensured alignment with both statutory and school improvement priorities and developed professional challenge with members of the senior and leadership team within the school to ensure effective monitoring and succession planning. The Trustees also provided additional support (and continue to do so) during the global pandemic in order to ensure the mental health and well-being of all stakeholders within the Academy remained a priority for consideration during strategic planning and decision making.

During the year, the Academy secured a capital grant to provide upgrades to school security through the replacement of perimeter fencing and gates and the implementation of CCTV and floodlighting. Although we were not successful in our CIF bid for an upgrade to our school's fire panel, we invested in this upgrade to a new L3 fire alarm panel and system from our school budget.

Effective use of our school website alongside continued use of social media has supported marketing of school provision and communication with all stakeholders. The Academy has continued to invest in improving marketing, communication and financial efficiency by implementing use of further management systems, such as 'Magic Booking' to support our wraparound provision.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021

Senior and middle leaders have been instrumental in continuing to review and further developing the school curriculum to ensure it is broad and balanced, inclusive, progressive and challenging for all pupils. They have also ensured that 'gaps in learning', as a direct result of the enforced lockdown, continue to be addressed through effective planning and high quality teaching. Specific ongoing development of the reviewed phonics programme and the teaching of reading has enhanced learning, pupil progress and attainment.

During the year, the Academy benefited from the further development of the outside learning provision with the addition of our daily mile track around the perimeter of the school building. This was fully funded by our Parents and Friends Association (PFA). The PFA also arranged for volunteers to carry out grounds work and gardening alongside maintaining and developing our Forest School environment and provision. The Academy has also continued to make improvements to classrooms through investing in new storage and equipment to support teaching and learning across the curriculum. Specific improvements have been made with the purchase of new reading scheme books and texts to support cross curricula learning within foundation subjects.

Parent and community volunteers have continued to support the Academy this year, despite the ongoing challenges faced by all due to the global pandemic. Their commitment to the children and Academy is hugely appreciated. They have helped with reading, fund raising, gardening and developing/maintaining the Forest school provision and outdoor learning environments. The sense of community and shared responsibility has once again been inspirational.

To ensure that standards of teaching and learning are continually assessed, the Academy operates a programme of learning walks, scrutiny of data and pupil conferencing. These are undertaken by both senior and middle leaders with all staff actively involved in responding to feedback in order to ensure ongoing improvement. Despite restrictions in place during 20-21 related to Covid measures, the Academy has continued to ensure that standards of teaching and learning are maintained through virtual training opportunities and by working within year group 'bubbles'.

Continuing professional development for staff has been very successful with an ongoing focus upon phonics, reading and curriculum design (specifically related to Foundation subjects) alongside ongoing development of trauma informed and relational practice. The Academy continues to establish close working links with Charlton Kings Junior Academy, specifically related to Governance, Curriculum design and implementation in order to continue to drive up standards across both schools.

The Academy appointed an NQT (Newly Qualified Teacher) during the Spring term and an ECT (Early Career Teacher) at the end of the Summer term. The HT and AHT engaged in CPD events during the Summer term to ensure that the Early Career Framework is understood by our ECT and that the school support through the appointment of the induction tutor (HT) and induction mentor (AHT) is robust. Our middle and subject leaders have continued to engage in high quality CPD events through virtual training opportunities both nationally (eg; National College, National Centre for Excellence in the teaching of mathematics – NCETM, Education Endowment Foundation - EEF) and local networks (such as Somerset Literacy network, Oracy 21 project, Glow maths hub) alongside continued affiliation with the Balcarras Teaching School Hub. Of the support staff, one teaching partner (assistant) has successfully completed the Apprenticeship level 3 qualifications in Supporting Teaching & Learning in Schools and another has successfully completed the NVQ 3 qualification in Supporting Teaching & Learning in Schools. An additional two members of staff are engaging in Apprenticeship level 3 qualifications in Supporting Teaching & Learning in Childcare and the NVQ3 qualification in Supporting Teaching and Learning in Schools respectively. Due to the number of new to career teachers and teaching partners continuing to engage in CPD at this level, the Academy has made the decision not to offer placements for students completing teaching qualifications during the next few academic years.

During the year the academy's charity fundraising activities raised a total of £2215.50 including, £1041.50 for BBC Children in Need, £714 for Red Nose Day, £460 for Save the Children (Christmas Jumper Day) and has co-ordinated several donations to the local Foodbank.

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

Pupil numbers at the end of the academic year 2020-21:

EYFS: There were 90 pupils in this cohort - 54 boys & 36 girls

KS1:

Year 1: There were 90 pupils in this cohort - 52 boys & 38 girls

Year 2: There were 90 pupils in this cohort – 46 boys and 44 girls

Assessment

The global pandemic has continued to have a significant impact on the Academy with regards to assessment. There were no statutory assessments at the end of the academic year during the Summer Term 2021 (EYFS Profile, Y1 phonics screening check or SATs). However, our Y2 children did complete the phonics screening check during the Autumn term 2020 with 95% of pupils (93% boys and 98% girls) working at the standard.

During the year, the Academy continued to develop internal assessment systems to ensure tracking of children's progress and moderation of judgements continued to be accurate. The Academy has continued to develop internal progression documents for both Core and Foundation subjects and has used these to monitor progress of pupils towards Academy and statutory expectations within the Core subjects. The Academy has also continued to use specific standardised assessments to support internal school assessment processes. Evidence from both internal and standardised assessments at the end of the academic year, demonstrated that pupils had made accelerated progress towards both school and statutory expectations. We have both work samples and assessment information to support this judgement.

Due to the need to ensure Covid protective measures were in place throughout the school, we were unable to provide the wide range of Y2 clubs provided during previous years. However, we did ensure that our wraparound provision was able to continue with protective measures in place. We were also able to welcome our peripatetic teachers to support music tuition and our language tutor (French and Spanish) into school to run both individual and group lessons by following the protective measures in place.

Despite the implications of the pandemic, we were able to engage in a range of virtual learning opportunities which ensured that experiences such as our weekly assemblies by the 'Open the book' team were able to continue. During the Autumn term we welcomed the 'Life Education' resource into school and all children enjoyed engaging in a range of planned learning opportunities during 'Road Safety' week. We were able to have our planned Fitness fortnight during the Summer term, with children encouraged to explore a wide range of sporting activities, such as curling and the climbing wall (for Y2 pupils).

Key Performance Indicators

As funding is based on pupil numbers this is also a key performance indicator. Pupil numbers for 2021 were 270, which was an increase of 1 over 2020. It is anticipated that this number will continue to be maintained.

Another key financial performance indicator is staffing costs as a percentage of total income (excluding fixed asset funds). For 2021 this was 80.0%, compared to 84.9% in 2020.

Going Concern

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

FINANCIAL REVIEW

Most of the Academy's income is obtained from the DfE via the ESFA in the form of recurrent grants, the use of which is restricted to particular purposes. The grants received from the DfE during the year ended 31 August 2021 and the associated expenditure are shown as Restricted Funds (non-fixed assets) in the Statement of Financial Activities.

The Academy also receives grants for fixed assets from the DfE which are shown in the Statement of Financial Activities as restricted income in the Fixed Asset Fund. The Restricted Fixed Asset Fund balance is

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

reduced by annual depreciation charges over the useful life of the assets concerned, as defined in the Academy's accounting policies.

During the year ended 31 August 2021, the Academy received total income (excluding restricted fixed asset funds) of £1,533,541 and incurred total expenditure of £1,650,163. The excess of expenditure over income for the year was £116,622.

At 31 August 2021 the net book value of fixed assets was £2,627,225 and movements in tangible fixed assets are shown in note 14 to the financial statements. The assets were used exclusively for providing education and the associated support services to the pupils of the Academy.

Pupil numbers are expected to remain at capacity. We currently have 270 pupils on roll.

The land, buildings and other assets were transferred to the Academy upon conversion. Land and buildings were professionally valued on 19th September 2012 at £2,544,693. Other assets have been included in the financial statements at a best estimate, taking into account purchase price and remaining useful lives.

The Academy has taken on the deficit in the Local Government Pension Scheme in respect of its non-teaching staff transferred on conversion. The deficit is incorporated within the Statement of Financial Activity with details in Note 25 to the financial statements.

Key financial policies adopted or reviewed during the year include the Finance Policy which lays out the framework for financial management, including financial responsibilities of the Board, Head Teacher, managers, budget holders and other staff, as well as delegated authority for spending. Other policies reviewed and updated included Charges and Lettings, Asset Management and Insurance.

Reserves Policy

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

The Trustees have determined that the appropriate level of free reserves should be approximately £250,000. The reason for this is to provide sufficient working capital to cover delays between spending and receipt of grants and to provide a cushion to deal with unexpected emergencies such as urgent maintenance. The Academy's current levels of reserve plus (unrestricted GAG carry forward) is £407,198. With the current well documented local and national financial pressures the Trustees have made a conscious decision to make purposeful use of these reserves for the coming years to review, develop and deploy resources as effectively as possible ensuring that the School aligns itself with a sustainable structure.

The Trustees have reviewed the future plans of the Academy and have the set reserves as follows:

- £250,000 to cover staff salaries for three months in any unforeseen event
- To minimise the impact of budget cuts by central government
- Remaining reserves for associated improvements will be priorities through the defined 3-5 year plan.

The defined benefit pension scheme reserve has a negative balance. The effect of the deficit position of the pension scheme is that the Academy Trust is paying higher employers' pension contributions over a period of years. The higher employers' pension contributions will be met from the Academy Trust's budgeted annual income. Whilst the deficit will not be immediately eliminated, there should be no actual cash flow deficit on the fund, nor any direct impact on the free reserves of the Academy Trust.

Investment Policy

Trustees are committed to ensuring that all funds under their control are managed in such a way as to maximise return whilst minimising risk. Any cash not required for operating expenses is placed on deposit at the most favourable rate available from providers covered by the Financial Services Compensation Scheme.

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

Day to day management of the surplus funds is delegated to the Head teacher and Finance Director within strict guidelines approved by the Board of Trustees.

The Finance and Operations Committee must consider, each year, what level of funds must be held within an instantly accessible account (or accounts) to meet the daily working capital requirements of the school. The committee must also consider what level of buffer is reasonable to cover unforeseen, (or unfunded) problems that may arise (e.g. window or roof repairs etc.) where funds may need to be accessed rapidly. The total amount must be held in quickly accessible bank accounts.

The total cash balance that the school holds must be split between separate financial institutions in order that each £85,000 block is covered by the Government backed Financial Services Compensation Scheme. As a result, the cash that the school holds would be safe in the event of further banking crises. Prior to opening accounts it must be agreed, by the Finance and Operations Committee, that the institutions used are both UK regulated and counted as separate from each other for the purposes of the scheme.

Regard should be paid to the interest rates offered when selecting accounts in order to protect the real value of the capital sum against inflation to the greatest degree possible within the constraints of the rapid access required.

Any surplus cash held above the working capital and buffer (as identified in section a above) should be considered for investment. Any vehicle used must be low risk in order to safeguard the funds of the school. The most likely format used would be a higher interest bearing, UK regulated bank account, which may involve said cash being inaccessible for up to a year.

Due to the nature and timing of receipt of funding, the Academy may at times hold cash balances surplus to its short-term requirements. No other form of investment is authorised.

Principal Risks And Uncertainties

The Board of Trustees has reviewed the major 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 principal risks and uncertainties facing the Academy are as follows:

Financial - the Academy has considerable reliance on continued Government funding through the ESFA. The main risk for budgetary control is the possibility of a reduction in this funding and the increasing costs of a skilled staff team. The Trustees continually monitor this position in order to mitigate this risk.

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

Reputational - the continuing success of the Academy is dependent on continuing to attract applicants in sufficient numbers by maintaining the highest educational standards. To mitigate this risk Trustees ensure that student success and achievement are closely monitored and reviewed. Staff and Governors are kept abreast of changes in Ofsted requirements and use of media by staff and other stakeholders.

Safeguarding and child protection - the Trustees continue to ensure that the highest standards are maintained in the areas of selection and monitoring of staff, the operation of child protection policies and procedures, health & safety and discipline and that all relevant records are up-to-date. Both Trustees and staff receive regular training on safeguarding.

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

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

Fraud and mismanagement of funds - The Academy has appointed a Responsible Officer to carry out checks on financial systems and records as required by the Academy Financial Handbook. Additionally, an independent firm of chartered accountants have been appointed to carry out an Internal Assurance review. All finance staff receive training to keep them up to date with financial practice requirements and develop their skills in this area.

Risks arising from the global Covid 19 pandemic – The Academy has continually reviewed the effect of the Covid19 pandemic on the staff, pupils and all operational aspects of the school. A separate risk register has been established and this has been constantly reviewed to reflect changing circumstances.

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

The Academy has agreed a Risk Management Strategy, a Risk Register and a Risk Management Plan. These have been discussed by Trustees and include the financial risks to the Academy. The register and plan are regularly reviewed in light of any new information and formally reviewed annually.

The Trustees have assessed the major risks to which the Academy is exposed, in particular those relating to its finances, teaching, facilities and other operational areas. The Trustees have implemented a number of systems to assess and minimise those risks, including internal controls described elsewhere.

The Board of Trustees are responsible for the management of risks faced by the Academy. The Trustees are assisted in this task by the Finance and Operations Committee, which comprises members of the Board of Trustees, including a qualified Accountant, and by the Senior Leadership Team.

The key controls used by the Academy include:

- Formal agendas for all meetings;
- Detailed terms of reference for all Committees;
- Comprehensive strategic planning, budgeting and management accounting;
- Established organisational structure and lines of reporting;
- Formal written policies;
- Clear authorisation and approval levels; and
- Setting procedures as required by law for the protection of the vulnerable.

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

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

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

FUNDRAISING

The School does not undertake any formal fundraising

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

PLANS FOR FUTURE PERIODS

Our current priorities for significant financial expenditure are:

- The implementation of a new build to provide increased capacity for Kindergarten (with the potential to provide provision for 2 year olds) and our wraparound provision.
- Continuing to promote greater breadth of reading and enhance the quality of reading resources across the curriculum.

The Academy will continue to strive to provide outstanding education and improve the levels of performance of its pupils at all levels. The Academy will continue to aim to attract high quality teachers and support staff through highly effective continuing professional development (CPD) in order to deliver its objectives.

The Academy will continue to work with partner schools to improve the educational opportunities for students in the wider community with the HT being an active member of the Gloucestershire Association of Primary HTs (GAPH) on the steering group for the Cheltenham Learning Partnership (CLP) and on the strategy board for Balcarras Teaching School Hub.

The Trustees are certain that the Academy will continue to build on its existing strengths and continue to provide the children who attend the Academy education of the highest quality which takes into account individual needs.

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

FUNDS HELD AS CUSTODIAN TRUSTEE ON BEHALF OF OTHERS

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

DISCLOSURE OF INFORMATION TO AUDITOR

In so far 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.

AUDITORS

The auditors, Bishop Fleming LLP, are willing to continue in office and a resolution to appoint them will be proposed at the annual general meeting.

Trustees' report, incorporating a strategic report, approved by order of the Board of Trustees, as the company directors, on 9/12/21 and signed on the board's behalf by:


A Waller
Chair of Trustees


K James
Accounting Officer

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

SCOPE OF RESPONSIBILITY

As Trustees we acknowledge we have overall responsibility for ensuring that Charlton Kings Infants' 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.

As Trustees, we have reviewed and taken account of the guidance in the Academies' Financial Handbook 2020 and competency framework for governance.

The Board of Trustees has delegated the day-to-day responsibility to the Head teacher, Mrs Katie James, 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 Charlton Kings Infants' School and the Secretary of State for Education. She is also responsible for reporting to the Board of Trustees any material weaknesses or breakdowns in internal control.

GOVERNANCE

The information on governance included here supplements that described in the Trustees' Report and in the Statement of Trustees' Responsibilities. The Board of Trustees has formally met 6 times during the year. Attendance during the year at meetings of the Board of Trustees was as follows:

Trustee	Meetings attended	Out of a possible
A Waller, Chair	6	6
W Joice, Vice Chair	6	6
K James, Head Teacher	6	6
J Attack	6	6
P Engelbrecht	1	1
M Homewood	6	6
L Kemple	6	6
L McRitchie	6	6
E Muskett	6	6
N Owens	4	6
J Roberts	6	6
H Schmidt	1	1
F Tyler (on maternity leave 04/2020-29/03/21)	2	6
V Costello	3	3
J Newstead	5	6

- The Board of Trustees continues to complete a skills audit at least on an annual basis to identify missing skill sets and ensure that these skill sets are prioritised when making new appointments to the board.
- Trustees are aligned to key areas of school improvement which covers both statutory responsibilities (ie Health & Safety and Safeguarding/Child Protection) and priorities linked to the School's Vision, Strategy and Improvement Plan (ie Curriculum design, EYFS, KS1).
- Trustees regularly monitor adherence to statutory requirements and Quality of Education through visits to the school to observe policies, procedures and the quality of teaching and learning in action.
- The Board amended the annual survey to parents this year to ensure the focus was upon 'Remote education' in order to inform ongoing provision and practice.
- The Board receives high quality information from the Head teacher and senior staff team through comprehensive Head teacher's briefings and reports which are provided four times a year (September, January, April, July).
- Henning Schmidt reached the end of his term of office on 26th September 2020 and resigned then; Paul Engelbrecht and Rebecca Pritchard both resigned on 23rd September 2020. James Attack and Fran Tyler both resigned on 7th July 2021.

The Finance and Operations Committee is a sub-committee of the main Board of Trustees. Its purpose is to provide oversight of financial and operational matters as delegated to the committee by the Full Governing Board

**GOVERNANCE STATEMENT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

TERMS OF REFERENCE - F&O COMMITTEE

Scope

These terms of reference include Charlton Kings Infants' School, Charlton Kings Kindergarten and Kids Club.

General

- To appoint a chair annually;
- To hold at least 1 meeting per term – each meeting to have alternate focus on operations or finance;
- To carry out the actions delegated to the committee as outlined in the GB Planner document;
- To draft a 3 to 5-year strategic plan for the school to be reviewed and ratified by the Governing Body (GB);
- To consider and advise the Governing Body (GB) on all finance and operation matters relating to the Charlton Kings Infants' School, Kindergarten (KG), Kids Club (KC), lettings and all other extended services;
- To undertake tasks delegated by the GB with regard to any of the above;
- To raise the profile of the KG and KC with the governors.

Finance

In consultation with the Head Teacher & School Business Manager:

- To draft the first formal budget plan of the financial year;
- To establish and maintain an up to date 3 year financial plan;
- To ensure that priorities in the SDP (which necessitate a large spend) are incorporated into the annual budget plan;
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body;
- To ensure that the school operates within the financial regulations of the relevant statutory body;
- To ensure the financial controls in place within the school are fit for purpose and are being appropriately adhered to;
- To monitor expenditure of all restricted funds, ensuring each is being used for the appropriate purpose;
- To review the charges and remissions policy and the governors expenses policy;
- To make decisions in respect of service agreements;
- To make decisions on expenditure following recommendations from other committees;
- To determine whether sufficient funds are available for pay increments as recommended by the Head teacher to the Pay Panel;
- To monitor and review lettings agreements and to review lettings rental every 3 years.
- To review the KG and KC budgets and expenditure at each meeting;
- To ensure that the KG and KC operates within laid down financial guidelines;
- To make decisions on large items of expenditure for KG and KC (including staffing) and report back to the full GB;

Health & Safety, buildings and grounds

- To ensure that Health and Safety issues are appropriately prioritised and then advise the GB on priorities;
- To oversee arrangements for larger/expensive repairs and maintenance;
- To make recommendations to the GB on premises-related expenditure;
- To oversee premises-related funding bids to the EFA (this may necessitate using a consultant) in consultation with the Head teacher;
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to Governing Body Policy.
- To establish and keep under review an Asset Management Plan and Accessibility Plan;
- To ensure that the Head teacher maintains and stores documentation relevant to deeds, etc. safely and securely.
- To ensure that the managers of the KG and KC undertake risk assessments;
- To ensure that the managers of KG and KC undertake safeguarding and H&S training;

**GOVERNANCE STATEMENT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

Personnel

- To maintain and review Staff Development, Appraisal & Capability and Pay Policies;
- To observe all statutory and contractual obligations;
- To advise the Governing Body on:
 - the staffing structure in consultation with the Head teacher
 - the award of discretionary payments
 - relevant staff issues in accordance with the Pay Policy;
- To consider any appeal against a decision on pay grading or pay awards;
- To oversee the process leading to staff reductions;
- To keep under review staff work / life balance, working conditions and well-being;
- To make recommendations on personnel related expenditure to the GB;
- To minute the reasons for all decisions and report these decisions to the GB.
- To monitor staff appointments, deployment and training issues and refer to the governors' Finance and Operations Committee if necessary;

Policies/documents

It is the responsibility of the committee to ensure that these documents are in place:

- Appraisal
- Teacher's Pay
- Admissions
- Complaints
- Health & Safety
- Supporting pupils with medical conditions information
- Child Protection
- Data Protection procedures
- Staff discipline, conduct & grievance procedures
- Procedures for dealing with allegations of abuse against staff
- Freedom of Information
- Information on charging & remissions
- An accessibility plan
- A central record of recruitment & vetting checks
- Public Sector Equality details

And any other documents delegated to the committee and referenced in the Policy summary document.

Disqualification:

Any relevant person employed to work at the school other than as the head teacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

Quorum: minimum of 4 (committee can determine higher number)

Attendance at meetings in the year was as follows:

Trustee	Meetings attended	Out of a possible
A Waller, Chair	5	5
K James, Head Teacher	5	5
W Joice	5	5
M Homewood	4	5
L Kemple	3	5
J Roberts	5	5

The Audit Committee is a sub-committee of the main Board of Trustees. Its purpose is to oversee the management of risk and internal financial controls.

**GOVERNANCE STATEMENT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

TERMS OF REFERENCE – AUDIT COMMITTEE

The Governors have established an Audit Committee to support it, and specifically the Accounting Officer, in its responsibilities for ensuring the adequacy of risk management, internal control and governance arrangements. The Audit Committee will review the comprehensiveness of assurances for the Governors and Accounting Officer and review the reliability and integrity of those assurances. The Audit Committee is a sub-committee of the Governing body.

1. Membership

- i. The Audit Committee will have no fewer than 3 members of whom at least 2, including the Committee's Chair will be Governors. The Chair of the Governors will not be a member of the Committee.
- ii. The Chair of the Audit Committee will be appointed by the Governors from any of its members except the Chair of the Governors.
- iii. All Audit Committee members will be non-executive and appointed to the Audit Committee by the Governors, on the recommendation of the Chair of the Commission. Ideally, at least one Audit Committee member shall be suitably financially qualified and have recent and relevant financial experience.
- iv. All appointments shall be made with due regard to the need to understand the school's objectives, structure and culture, and other legislative and accountability contexts within which it operates.
- v. The term of service for Audit Committee members will be for a period of 1 year, extendable for up to a maximum of a further 3 years at the discretion of the Governors. Audit Committee members who are members of the Governors may stand down with the consent of the Governors and their service will discontinue if they no longer serve as members of the Governors.
- vi. The Audit Committee shall be entitled to co-opt additional members for a period not exceeding a year to provide specialist skills, knowledge and experience, with approval of the Governors.
- vii. Members should declare conflicts of interest not previously notified.

2. Secretary

- i. The Clerk of the Governors will act as secretary to the Audit Committee.

3. Quorum

- i. A duly convened meeting of the Audit Committee at which a quorum of two members is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Audit Committee, so long as at least one is a member of the Governors.
- ii. The Chair of the Committee may nominate alternative Governors delegates if one or two of the members cannot attend a meeting.

4. Frequency of meetings

- i. The Audit Committee will meet at least 2 times a year at appropriate times in the reporting and audit cycle, coordinated in advance of the Governors meetings so that it may receive the Audit Committee's report and recommendations from each meeting. A specific meeting will usually be convened expressly for the purpose of considering the annual accounts.

5. Attendance at Audit Committee meetings

- i. Members of the Audit Committee may ask any other officials of the school to attend to assist it with its discussions on any particular matter.
- ii. All meetings will be chaired by the Chair of the Audit Committee. In the absence of the Chair the remaining members present shall elect one of their number to chair the meeting.
- iii. The Audit Committee may ask any or all of those who normally attend but who are not members to withdraw from the discussion of particular matters to facilitate open and frank discussion.

**GOVERNANCE STATEMENT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

- iv. The Audit Committee will meet with the external auditors in private at least once a year to ensure that there are no unresolved issues of concern and that full co-operation has been received.

6. Notice of meetings

- i. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of the items to be discussed and any relevant papers shall be sent to Audit Committee members and all other persons required to attend, no later than 5 working days before the date of the meeting.
- ii. In addition to its scheduled meetings, further meetings of the Audit Committee may be called by the secretary at the request of the Governors, the Accounting Officer or the external auditor.

7. Minutes of meetings

- i. The secretary will arrange for a record of the proceedings and decisions of each meeting to be made, including the names of those present and in attendance and any declarations of conflict of interest.
- ii. The minutes of the meeting shall be approved by the Audit Committee at its subsequent meeting.

8. Duties and responsibilities

- i. The Audit Committee will maintain a rolling forward agenda of about one year which will be reported to the Governors on a regular basis.
- ii. The Audit Committee's role is to support the Governors and Accounting Officer, in monitoring the adequacy of the school's corporate governance and control systems through:
- offering objective advice on issues concerning the risk, control and governance of the school and associated assurances provided by internal and external audit and other processes
 - constructively challenging, where and when appropriate, executive decisions to ensure that these are the best possible and achieve value for money in the light of the available evidence
- iii. The Audit Committee will review and advise the Governors and the Accounting Officer on the following matters:
- the annual report, resource accounts (see below) and Governance statement
 - the adequacy of the school's assurance processes and how governance arrangements support achievement of the school's strategy and objectives
 - the plans for internal and external audit, including assessing priorities and promotion of understanding of the role of audit within the school
 - the results of internal and external audit work, including individual audits, progress, remedial actions and annual reports, and management letters
 - the adequacy of management responses to issues raised by internal and external audit; and implementation of internal audit recommendations and timescales
 - the adequacy of the school's assurance arrangements relating to the management of risk and corporate governance
 - the appointment of internal auditors
 - the performance of internal and external audit services
- iv. Considerations for the Audit Committee in respect of the school's annual report and accounts:
- that the accounting policies in place are appropriate and comply with relevant requirements, particularly the Academies Financial Handbook
 - that there has been a robust process in preparing the accounts and annual report
 - whether the accounts and annual report have been subjected to sufficient review by management and by the Accounting Officer before they are reviewed and approved by the Governors

**GOVERNANCE STATEMENT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

- that when new or novel accounting treatments arise, whether appropriate advice on accounting treatment has been taken
 - whether there is an appropriate anti-fraud policy in place, and whether losses are suitably recorded
 - whether suitable processes are in place to ensure accurate financial records are kept
 - whether suitable processes are in place to ensure regularity and propriety is achieved
 - whether issues raised by the External Auditors have been given appropriate attention
- v. The Committee should satisfy itself that the annual financial statements represent fairly the financial position of the school. Before the Accounting Officer signs off the Letter of Representation, the Committee should review it and give particular attention to non-standard issues of representation.

9. Reporting responsibilities

- i. The Audit Committee Chair will formally report to the Governors after each meeting. This will usually be done by submitting a copy of the draft minutes with the Chair highlighting any significant matters which the Audit Committee considers relevant to draw to the Governors' attention.
- ii. The Chair will provide an annual report to the Governors, timed to support the preparation of the annual governance statement, summarising its conclusions from the work it has done during the year.

10. Rights

- i. The Audit Committee shall be entitled to:
 - sufficient resources to carry out its duties, including access to the Commission's governance and business assurance resource
 - procure specialist ad-hoc advice at the expense of the Commission, subject to confirmation from the Governors that funds are available
 - seek any information it requires in order to perform its duties from any employee of the Commission
 - call any employee to be questioned at a meeting of the Audit Committee as and when required

Attendance at meetings in the year was as follows:

Trustee	Meetings attended	Out of a possible
J Roberts, Chair	4	4
K James, Head Teacher	4	4
A Waller	4	4
J Attack	3	4
L Kemple	2	4

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 where value for money can be improved, including the use of benchmarking data where appropriate. The Accounting Officer for the Academy Trust has delivered improved value for money during the year by:

- Robust financial governance and budget management.
- Value for money purchasing. Identifying where activities can be undertaken by volunteers in order to reduce costs (ie painting, grounds maintenance).
- Reviewing controls and managing risk.
- Considering allocation/targeting/use of resources, ensuring that these are linked to national research (eg Education Endowment Foundation) where appropriate.

**GOVERNANCE STATEMENT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

- Not allocating time/resources to areas where few improvements can be achieved.
- Making comparisons with similar Academies using data provided by the ESFA and the Government.
- Challenging proposals and tenders and examining their effectiveness and efficiency.
- Deploying staff effectively and considering where efficiencies can be identified.
- Reviewing and monitoring quality of curriculum provision and quality of teaching.
- Reviewing and monitoring quality of children's learning to enable children to achieve nationally expected attainment (NB Whilst no national expected attainment)
- Outlining procedures for accepting best value quotes, noting that this is not necessarily the cheapest quote.
- Active involvement in and networking through GASBM (Gloucestershire Associate of SBMs) and ISBL (Institution of School Business Leadership) to identify and share effective practice.
- Successful application for CIF funding.
- Monitoring the additional expenses as a result of the implications of COVID 19 and making use of Government financial initiatives where appropriate (ie furlough scheme, Covid catch up funding).

THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can, therefore, only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks 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 Charlton Kings Infants' School for the period from 1 September 2020 to 31 August 2021 and up to the date of approval of the annual report and financial statements.

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 have been in place for the period from 1 September 2020 to 31 August 2021 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the Board of Trustees.

THE RISK AND CONTROL FRAMEWORK

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

- Comprehensive budgeting and monitoring systems with an annual budget and periodic financial reports which are reviewed and agreed by the Board of Trustees
- Regular reviews by the Finance and Operations 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 (assets purchase or capital investment) guidelines
- Delegation of authority and segregation of duties
- Identification and management of risks

The Board of Trustees has appointed Randall & Payne LLP to perform additional internal audit checks and to report on internal assurance processes, including:

- Testing of payroll systems
- Testing of purchase systems
- Testing of control account and bank account reconciliations

**GOVERNANCE STATEMENT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

- Testing of income management and control
- Testing of payroll systems

Additionally, the external auditors' role includes giving advice on financial matters and performing a range of checks on the Academy Trust's financial systems.

Both the external auditor and the internal auditor report to the Board of Trustees, through the Finance and Operations Committee on the operation of the systems of control and on the discharge of the Board of Trustees' financial responsibilities.

REVIEW OF EFFECTIVENESS

As Accounting Officer the Head teacher has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by:

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

The Accounting Officer has been advised of the implications of the result of their review of the system of internal control by the Audit Committee and the Finance and Operations Committee and a plan to address weaknesses and ensure continuous improvement of the system is in place.

Approved by order of the members of the Board of Trustees on 9/12/21 and signed on its behalf by:



A Waller
Chair of Trustees



K James
Accounting Officer

**CHARLTON KINGS INFANTS' SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

STATEMENT ON REGULARITY, PROPRIETY AND COMPLIANCE

As accounting officer of Charlton Kings Infants' School I have considered my responsibility to notify the Academy Trust board of Trustees and the Education & Skills Funding Agency (ESFA) of material irregularity, impropriety and non-compliance with terms and conditions of all funding received by the Academy Trust, under the funding agreement in place between the Academy Trust and the Secretary of State for Education. As part of my consideration I have had due regard to the requirements of the Academies Financial Handbook 2020.

I confirm that I and the Academy Trust board of Trustees are able to identify any material irregular or improper use of all 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 of Trustees and ESFA.



K James
Accounting Officer
Date:

**CHARLTON KINGS INFANTS' SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 AUGUST 2021**

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

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


- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP 2019 and the Academies Accounts Direction 2020 to 2021;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

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

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

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


A Waller
Chair of Trustees
Date: 9/12/21

**INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF
CHARLTON KINGS INFANTS' SCHOOL**

OPINION

We have audited the financial statements of Charlton Kings Infants' School (the 'Academy Trust') for the year ended 31 August 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', the Charities SORP 2015 and the Academies Accounts Direction 2016 to 2017 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 Academy Trust'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; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities SORP 2019 and the Academies Accounts Direction 2020 to 2021 issued by the Education and Skills Funding Agency.

BASIS FOR OPINION

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

CONCLUSIONS RELATING TO GOING CONCERN

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.

**INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF
CHARLTON KINGS INFANTS' SCHOOL (CONTINUED)**

OTHER INFORMATION

The other information comprises the information included in the Annual Report other than the financial statements and our Auditors' Report thereon. The Trustees are responsible for the other information contained within the Annual Report. 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. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report including the Strategic Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report and the Strategic Report have been prepared in accordance with applicable legal requirements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of our knowledge and understanding of the Academy Trust and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report including the Strategic Report.

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

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

RESPONSIBILITIES OF TRUSTEES

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

In preparing the financial statements, the Trustees are responsible for assessing the Academy 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 Academy Trust or to cease operations, or have no realistic alternative but to do so.

**INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF
CHARLTON KINGS INFANTS' SCHOOL (CONTINUED)**

AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

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

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.

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- the nature of the Academy sector, control environment and the Academy Trust's performance;
- results of our enquiries of management and the Trustee board, including the committees charged with governance over the Academy Trust's finance and control, about their own identification and assessment of the risks of irregularities;
- any matters we identified having obtained and reviewed the Academy Trust's documentation of their policies and procedures relating to: identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance; detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud; the internal controls established to mitigate risks of fraud or noncompliance with laws and regulations;
- how the Academy Trust ensured it met its obligations arising from it being financed by the ESFA and other funders, and as such material compliance with these obligations is required to ensure the Academy Trust will continue to receive its public funding and be authorised to operate, including around ensuring there is no material unauthorised use of funds and expenditure;
- how the Academy Trust ensured it met its obligations to its principal regulator, the Secretary of State for Education; and
- the matters discussed among the audit engagement team and involving relevant internal Academy specialists regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud, which included incorrect recognition of revenue, management override of controls using manual journal entries, procurement and payroll. We identified the greatest potential for fraud as incorrect recognition of revenue and management override using manual journal entries.

In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override. We also obtained an understanding of the legal and regulatory frameworks that the Academy Trust operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the Academies Accounts Direction, Academies Financial Handbook, UK Companies Act and tax legislation.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the Academy Trust's ability to operate or to avoid a material penalty. These included safeguarding regulations, data protection regulations, occupational health and safety regulations, education and inspections legislation, building legislation and employment legislation.

**INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF
CHARLTON KINGS INFANTS' SCHOOL (CONTINUED)**

Our procedures to respond to risks identified included the following:

- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- reviewing the financial statement disclosures and testing to supporting documentation to assess the recognition of revenue;
- enquiring of Trustees and management and those charged with governance concerning actual and potential litigation and claims;
- performing procedures to confirm material compliance with the requirements of its regulators;
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- reading minutes of meetings of those charged with governance and reviewing internal control reports; and
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; and assessing whether the judgements made in making accounting estimates are indicative of a potential bias.

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members, and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from an error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it.

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

USE OF OUR REPORT

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

David Butler FCA DChA (Senior Statutory Auditor)

for and on behalf of
Bishop Fleming LLP
Chartered Accountants
Statutory Auditors
10 Temple Back
Bristol
BS1 6FL

Date:

**CHARLTON KINGS INFANTS' SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO CHARLTON
KINGS INFANTS' SCHOOL AND THE EDUCATION & SKILLS FUNDING AGENCY**

In accordance with the terms of our engagement letter dated 18 October 2021 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 Charlton Kings Infants' School during the year 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 Charlton Kings Infants' School and ESFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to Charlton Kings Infants' 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 Charlton Kings Infants' School and ESFA, for our work, for this report, or for the conclusion we have formed.

**RESPECTIVE RESPONSIBILITIES OF CHARLTON KINGS INFANTS' SCHOOL'S ACCOUNTING
OFFICER AND THE REPORTING ACCOUNTANT**

The accounting officer is responsible, under the requirements of Charlton Kings Infants' School's funding agreement with the Secretary of State for Education dated 1 July 2011 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 year 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.

Our work on regularity included a review of the internal controls policies and procedures that have been implemented and an assessment of their design and effectiveness to understand how the academy complied with the framework of authorities. We also reviewed the reports commissioned by the Trustees to assess the internal controls throughout the year.

We performed detailed testing based on our assessment of the risk of material irregularity, impropriety and non-compliance. This work was integrated with our audit on the financial statements where appropriate and included analytical review and detailed substantive testing of transactions.

**CHARLTON KINGS INFANTS' SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO CHARLTON
KINGS INFANTS' SCHOOL AND THE EDUCATION & SKILLS FUNDING AGENCY (CONTINUED)**

CONCLUSION

In the course of our work, nothing has come to our attention which suggest in all material respects the expenditure disbursed and income received during the year 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.

David Butler FCA DChA (Reporting Accountant)

Bishop Fleming LLP

Chartered Accountants

Statutory Auditors

10 Temple Back

Bristol

BS1 6FL

Date:

CHARLTON KINGS INFANTS' SCHOOL
(A COMPANY LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 AUGUST 2021

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Restricted fixed asset funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:						
Donations and capital grants	3	414	-	14,026	14,440	153,020
Other trading activities	6	80,170	-	-	80,170	65,450
Investments	7	901	-	-	901	1,909
Charitable activities	4	46,511	1,405,545	-	1,452,056	1,419,603
Total income		127,996	1,405,545	14,026	1,547,567	1,639,982
Expenditure on:						
Charitable activities	8	170,151	1,480,012	79,280	1,729,443	1,633,869
Total expenditure		170,151	1,480,012	79,280	1,729,443	1,633,869
NET INCOME/ (EXPENDITURE)		(42,155)	(74,467)	(65,254)	(181,876)	6,113
Transfers between funds	18	-	(25,077)	25,077	-	-
Net movement in funds before other recognised gains/(losses)		(42,155)	(99,544)	(40,177)	(181,876)	6,113
Other recognised gains/(losses):						
Actuarial (losses)/gains on defined benefit pension schemes	25	-	(151,000)	-	(151,000)	123,000
Net movement in funds		(42,155)	(250,544)	(40,177)	(332,876)	129,113
Reconciliation of funds:						
Total funds brought forward		424,429	(748,178)	2,695,826	2,372,077	2,242,964
Net movement in funds		(42,155)	(250,544)	(40,177)	(332,876)	129,113
Total funds carried forward		382,274	(998,722)	2,655,649	2,039,201	2,372,077

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 34 to 59 form part of these financial statements.


**CHARLTON KINGS INFANTS' SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
REGISTERED NUMBER:07689749**

**BALANCE SHEET
AS AT 31 AUGUST 2021**

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	14	2,627,225	2,567,706
		<u>2,627,225</u>	<u>2,567,706</u>
Current assets			
Debtors	15	66,517	159,004
Cash at bank and in hand		532,777	568,791
		<u>599,294</u>	<u>727,795</u>
Creditors: amounts falling due within one year	16	(179,785)	(164,024)
Net current assets		<u>419,509</u>	<u>563,771</u>
Total assets less current liabilities		<u>3,046,734</u>	<u>3,131,477</u>
Creditors: amounts falling due after more than one year	17	(6,533)	(8,400)
Defined benefit pension scheme liability	25	(1,001,000)	(751,000)
Total net assets		<u><u>2,039,201</u></u>	<u><u>2,372,077</u></u>
Funds of the Academy Trust			
Restricted funds:			
Fixed asset funds	18	2,655,649	2,695,826
Restricted income funds	18	2,278	2,822
		<u>2,657,927</u>	<u>2,698,648</u>
Restricted funds excluding pension asset	18	2,657,927	2,698,648
Pension reserve	18	(1,001,000)	(751,000)
Total restricted funds	18	<u>1,656,927</u>	<u>1,947,648</u>
Unrestricted income funds	18	<u>382,274</u>	<u>424,429</u>
Total funds		<u><u>2,039,201</u></u>	<u><u>2,372,077</u></u>


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

The financial statements on pages 30 to 59 were approved and authorised for issue by the Trustees and are signed on their behalf, by:


9/12/21

**CHARLTON KINGS INFANTS' SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
REGISTERED NUMBER:07689749**

**BALANCE SHEET (CONTINUED)
AS AT 31 AUGUST 2021**


A Waller
Chair of Trustees
Date: 9/12/21

The notes on pages 34 to 59 form part of these financial statements.

**CHARLTON KINGS INFANTS' SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 AUGUST 2021**

	Note	2021 £	2020 £
Cash flows from operating activities			
Net cash provided by operating activities	20	96,725	82,665
Cash flows from investing activities	22	(130,872)	(17,723)
Cash flows from financing activities	21	(1,867)	-
Change in cash and cash equivalents in the year		(36,014)	64,942
Cash and cash equivalents at the beginning of the year		568,791	503,849
Cash and cash equivalents at the end of the year	23, 24	532,777	568,791

The notes on pages 34 to 59 form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

1. ACCOUNTING POLICIES

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

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements of the Academy Trust, which is a public benefit entity under FRS 102, have been prepared under the historic cost convention in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102), the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)), the Academies Accounts Direction 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 i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Academy Trust 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.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

1. ACCOUNTING POLICIES (continued)

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 year for which it is receivable and any abatement in respect of the year 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.

• **Donations**

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

• **Other income**

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

• **Donated fixed assets (excluding transfers on conversion or into the Academy Trust)**

Where the donated good is a fixed asset it is measured at fair value, unless it is impractical to measure this reliably, in which case the cost of the item to the donor should be used. The gain is recognised as 'Income from Donations and Capital Grants' 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 allocated on the portion of the asset's use.

• **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.

All resources expended are inclusive of irrecoverable VAT.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

1. ACCOUNTING POLICIES (continued)

1.5 INTEREST RECEIVABLE

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

1.6 TAXATION

The Academy Trust is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

Accordingly, the Academy Trust is potentially exempt from taxation in respect of income or capital gains received within categories covered by Part 11, chapter 3 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

1.7 TANGIBLE FIXED ASSETS

Assets costing £500 or more are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any provision for impairment.

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

Depreciation is provided on all tangible fixed assets other than freehold land and assets under construction, at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life, as follows:

Depreciation is provided on the following bases:

Freehold property	- 50 years straight line
Property Improvements	- 20 years straight line
Furniture and fixtures	- 4 years straight line
Plant and equipment	- 4 years straight line

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

1.8 DEBTORS

Trade and other debtors with no stated interest rate and due within one year are recorded at the amount of the cash or other consideration expected to be received. Prepayments are valued at the amount paid.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

1. ACCOUNTING POLICIES (continued)

1.9 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account and cash on deposit that has a notice period of less than 30 days.

1.10 LIABILITIES

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Academy Trust anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

1.11 PENSIONS

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

The TPS is an unfunded scheme and contributions are calculated so as to spread the cost of pensions over employees' working lives with the Academy Trust in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary on the basis of quadrennial valuations using a prospective unit credit method. 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 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 operating surplus are the current service costs and the costs of scheme introductions, benefit changes, settlements and curtailments. They are included as part of staff costs as incurred. Net interest on the net defined benefit liability/asset is also recognised in the Statement of Financial Activities and comprises the interest cost on the defined benefit obligation and interest income on the scheme assets, calculated by multiplying the fair value of the scheme assets at the beginning of the period by the rate used to discount the benefit obligations. The difference between the interest income on the scheme assets and the actual return on the scheme assets is recognised in other recognised gains and losses.

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

1.12 FUND ACCOUNTING

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

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

2. CRITICAL ACCOUNTING ESTIMATES AND AREAS OF JUDGMENT

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

Critical accounting estimates and assumptions:

The Academy Trust 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 25, 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.

3. INCOME FROM DONATIONS AND CAPITAL GRANTS

	Unrestricted funds 2021 £	Restricted fixed asset funds 2021 £	Total funds 2021 £	Total funds 2020 £
Donations	414	7,000	7,414	9,879
Capital Grants	-	7,026	7,026	143,141
TOTAL 2021	414	14,026	14,440	153,020
TOTAL 2020	9,879	143,141	153,020	

**CHARLTON KINGS INFANTS' SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Education	32,541	1,270,923	1,303,464	1,265,649
Kindergarten	13,970	134,622	148,592	153,954
TOTAL 2021	46,511	1,405,545	1,452,056	1,419,603
TOTAL 2020	40,439	1,379,164	1,419,603	

CHARLTON KINGS INFANTS' SCHOOL
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

5. FUNDING FOR THE ACADEMY TRUST'S EDUCATION

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
DFE/ESFA GRANTS				
General Annual Grant	-	1,012,500	1,012,500	950,248
Universal Infant Free School Meals	-	99,829	99,829	104,421
Pupil Premium	-	19,970	19,970	22,039
PE Grant	-	17,800	17,800	17,800
Rates Relief	-	4,659	4,659	4,659
Teacher Pay Grant	-	12,676	12,676	12,640
Teacher Pension Grant	-	37,970	37,970	37,871
	-	-	1,205,404	1,149,678
OTHER GOVERNMENT GRANTS				
High Needs	-	29,585	29,585	2,436
Other Government Grants	-	7,083	7,083	8,279
	-	36,668	36,668	10,715
OTHER FUNDING	32,541	6,975	39,516	92,807
COVID-19 ADDITIONAL FUNDING (DFE/ESFA)				
COVID 19 Catch-up Premium	-	21,520	21,520	-
	-	21,520	21,520	-
COVID-19 ADDITIONAL FUNDING (NON-DFE/ESFA)				
Covid Funding	-	356	356	12,449
	-	356	356	12,449
TOTAL 2021	32,541	1,270,923	1,303,464	1,265,649
TOTAL 2020	21,464	1,244,185	1,265,649	

Following the reclassification in the Academies Accounts Direction 2020/21 of some grants received from the Department of 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.

CHARLTON KINGS INFANTS' SCHOOL
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

6. OTHER TRADING ACTIVITIES

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Lettings	14,493	14,493	12,503
After school	65,677	65,677	52,947
TOTAL 2021	<u>80,170</u>	<u>80,170</u>	<u>65,450</u>

7. INVESTMENT INCOME

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Bank Interest	901	901	1,909
TOTAL 2020	<u>1,909</u>	<u>1,909</u>	

8. EXPENDITURE

	Staff Costs 2021 £	Premises 2021 £	Other 2021 £	Total 2021 £	Total 2020 £
EDUCATION:					
Direct costs	1,051,929	68,279	82,143	1,202,351	1,141,776
Allocated support costs	182,041	73,224	169,871	425,136	383,773
KINDERGARTEN:					
Direct costs	86,495	-	12,196	98,691	105,756
Allocated support costs	-	-	3,265	3,265	2,564
TOTAL 2021	<u>1,320,465</u>	<u>141,503</u>	<u>267,475</u>	<u>1,729,443</u>	<u>1,633,869</u>
TOTAL 2020	<u>1,271,319</u>	<u>114,229</u>	<u>248,321</u>	<u>1,633,869</u>	

**CHARLTON KINGS INFANTS' SCHOOL
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

9. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £	Total funds 2020 £
Education	1,202,351	425,136	1,627,487	1,525,549
Kindergarten	98,691	3,265	101,956	108,320
TOTAL 2021	1,301,042	428,401	1,729,443	1,633,869
TOTAL 2020	1,247,532	386,337	1,633,869	

ANALYSIS OF DIRECT COSTS

	Education 2021 £	Nursery 2021 £	Total funds 2021 £	Total funds 2020 £
Pension finance costs	10,000	-	10,000	11,000
Staff costs	1,051,929	86,495	1,138,424	1,106,279
Depreciation	68,279	-	68,279	66,813
Educational supplies	48,706	12,196	60,902	54,845
Staff development	6,689	-	6,689	8,595
Supply teachers	16,748	-	16,748	-
TOTAL 2021	1,202,351	98,691	1,301,042	1,247,532
TOTAL 2020	1,141,776	105,756	1,247,532	

CHARLTON KINGS INFANTS' SCHOOL
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

9. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

ANALYSIS OF SUPPORT COSTS

	Education 2021 £	Nursery 2021 £	Total funds 2021 £	Total funds 2020 £
Pension finance costs	3,000	-	3,000	4,000
Staff costs	182,041	-	182,041	173,413
Depreciation	11,001	-	11,001	10,371
Other costs	24,875	-	24,875	22,632
Maintenance of premises and equipment	11,969	-	11,969	13,266
Cleaning	12,111	-	12,111	3,804
Rent and rates	10,109	-	10,109	8,076
Energy costs	13,896	-	13,896	11,899
Insurance	14,138	-	14,138	15,242
Catering	102,883	3,265	106,148	87,675
Technology costs	3,657	-	3,657	4,222
Legal and professional	15,193	-	15,193	12,774
Governance costs	20,263	-	20,263	18,963
TOTAL 2021	425,136	3,265	428,401	386,337
TOTAL 2020	383,773	2,564	386,337	

10. NET (EXPENDITURE)/INCOME

Net (expenditure)/income for the year includes:

	2021 £	2020 £
Depreciation of tangible fixed assets	79,280	77,184
Fees paid to auditors for:		
- audit	7,900	7,650
- other services	1,250	4,185

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

11. STAFF

a. STAFF COSTS

Staff costs during the year were as follows:

	2021	2020
	£	£
Wages and salaries	945,963	908,006
Social security costs	67,596	63,824
Pension costs	306,906	307,862
	1,320,465	1,279,692

b. STAFF NUMBERS

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

	2021	2020
	No.	No.
Teachers	18	16
Administration and support	43	49
Kindergarten	10	10
Management	2	2
	73	77

The average headcount expressed as full-time equivalents was:

	2021	2020
	No.	No.
Teachers	13	11
Administration and support	17	17
Kindergarten	4	4
Management	2	2
	36	34

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

11. STAFF (CONTINUED)

c. HIGHER PAID STAFF

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

	2021 No.	2020 No.
In the band £60,001 - £70,000	1	1

d. KEY MANAGEMENT PERSONNEL

The key management personnel of the Academy Trust comprise the Trustees and the senior management team as listed on page 1. The total amount of employee benefits (including employer pension contributions and employer national insurance contributions) received by key management personnel for their services to the Academy Trust was £345,876 (2020: £446,899).

As staff Trustees are not remunerated in respect of their role as a Trustee, where staff Trustees do not form part of the key management personnel other than in their role as Trustee, their remuneration as set out in note 13 has not been included in the total benefits received by key management personnel above.

12. TRUSTEES' REMUNERATION AND EXPENSES

One or more Trustees has been paid remuneration or has received other benefits from an employment with the Academy Trust. The principal and other staff Trustees only receive remuneration in respect of services they provide undertaking the roles of principal and staff members under their contracts of employment. The value of Trustees' remuneration and other benefits was as follows: K James: Remuneration £65,000 - £70,000 (2020: £60,000 - £65,000), Employer's pension contributions £15,000 - £20,000 (2020: £10,000 - £15,000); N Owens: Remuneration £45,000 - £50,000 (2020: £45,000 - £50,000), Employer's pension contributions £nil - £5,000 (2020: £10,000 - £15,000); E Muskett: Remuneration £35,000 - £40,000 (2020: £30,000 - £35,000), Employer's pension contributions £5,000 - £10,000 (2020: £5,000 - £10,000); and F Tyler: Remuneration £10,000 - £15,000 (2020: £15,000 - £20,000), Employer's pension contributions £nil - £5,000 (2020: £5,000 - £10,000).

During the year ended 31 August 2021, no Trustee expenses have been incurred (2020 - £NIL).

13. TRUSTEES' AND OFFICERS' INSURANCE

The Academy Trust has opted into the Department of Education's risk protection arrangement (RPA), an alternative to insurance where UK government funds cover losses that arise. This scheme protects Trustees and officers from claims arising from negligent acts, errors or omissions occurring whilst on academy business, and provides cover up to £10,000,000. It is not possible to quantify the Trustees and officers indemnity element from the overall cost of the RPA scheme membership.

**CHARLTON KINGS INFANTS' SCHOOL
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

14. TANGIBLE FIXED ASSETS

	Freehold land and buildings £	Property improvements £	Furniture and fixtures £	Plant and equipment £	Total £
COST OR VALUATION					
At 1 September 2020	2,489,147	496,075	30,103	122,913	3,138,238
Additions	-	127,554	830	10,415	138,799
At 31 August 2021	2,489,147	623,629	30,933	133,328	3,277,037
DEPRECIATION					
At 1 September 2020	336,426	109,908	26,522	97,676	570,532
Charge for the year	38,405	27,605	2,353	10,917	79,280
At 31 August 2021	374,831	137,513	28,875	108,593	649,812
NET BOOK VALUE					
At 31 August 2021	2,114,316	486,116	2,058	24,735	2,627,225
At 31 August 2020	2,152,721	386,167	3,581	25,237	2,567,706

Included in freehold land and buildings is freehold land at a value of £581,327 which is not depreciated.

15. DEBTORS

	2021 £	2020 £
DUE WITHIN ONE YEAR		
Trade debtors	7,705	4,602
Prepayments and accrued income	51,481	149,657
VAT recoverable	7,331	4,745
	66,517	159,004

**CHARLTON KINGS INFANTS' SCHOOL
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
ESFA Loan	1,867	1,867
Trade creditors	29,996	40,251
Other taxation and social security	25,741	14,014
Other creditors	19,128	23,279
Accruals and deferred income	103,053	84,613
	<u>179,785</u>	<u>164,024</u>
	2021 £	2020 £
Deferred income at 1 September 2020	61,398	77,385
Resources deferred during the year	92,028	61,398
Amounts released from previous periods	(61,398)	(77,385)
	<u>92,028</u>	<u>61,398</u>

At the Balance Sheet date the Academy was holding ESFA grants received in advance for the 2020/21 academic year.

17. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2021 £	2020 £
ESFA Loan	6,533	8,400

The aggregate amount of liabilities payable or repayable wholly or in part more than five years after the reporting date is:

	2021 £	2020 £
Payable or repayable by installments	-	933
	<u>-</u>	<u>933</u>

Included within ESFA loans is an interest free Condition Improvement Fund (CIF) loan of £11,200 awarded in 2018/19 and is repayable in six-monthly installments over 6 years.

**CHARLTON KINGS INFANTS' SCHOOL
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

18. STATEMENT OF FUNDS

	Balance at 1 September 2020 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2021 £
UNRESTRICTED FUNDS						
General Funds	424,429	127,996	(170,151)	-	-	382,274
RESTRICTED GENERAL FUNDS						
General Annual Grant (GAG)	-	1,012,500	(987,423)	(25,077)	-	-
Universal Infant Free School Meals	-	99,829	(99,111)	-	-	718
POE and Sports Grant	-	17,800	(16,240)	-	-	1,560
Rates Relief	-	4,659	(4,659)	-	-	-
Teacher Pay Grant	-	12,676	(12,676)	-	-	-
Teacher Pension Grant	-	37,970	(37,970)	-	-	-
High Needs	-	29,585	(29,585)	-	-	-
Other Government Grants	-	7,083	(7,083)	-	-	-
COVID 19 Catch Up Premium	-	21,250	(21,250)	-	-	-
Early Years Funding	-	134,622	(134,622)	-	-	-
Other restricted funds	-	7,601	(7,601)	-	-	-
Pupil Premium	2,184	19,970	(22,154)	-	-	-
Flood insurance claim	638	-	(638)	-	-	-
Pension reserve	(751,000)	-	(99,000)	-	(151,000)	(1,001,000)
	(748,178)	1,405,545	(1,480,012)	(25,077)	(151,000)	(998,722)

**CHARLTON KINGS INFANTS' SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

18. STATEMENT OF FUNDS (CONTINUED)

	Balance at 1 September 2020 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2021 £
RESTRICTED FIXED ASSET FUNDS						
Fixed assets transferred on conversion	2,152,971	-	(38,404)	-	-	2,114,567
Fixed assets purchased from GAG	83,611	7,000	(24,822)	148,610	-	214,399
DfE/ESFA Capital grants	404,722	7,026	(13,025)	(123,533)	-	275,190
Assets donated by local authority	54,522	-	(3,029)	-	-	51,493
	<u>2,695,826</u>	<u>14,026</u>	<u>(79,280)</u>	<u>25,077</u>	<u>-</u>	<u>2,655,649</u>
TOTAL RESTRICTED FUNDS	<u>1,947,648</u>	<u>1,419,571</u>	<u>(1,559,292)</u>	<u>-</u>	<u>(151,000)</u>	<u>1,656,927</u>
TOTAL FUNDS	<u>2,372,077</u>	<u>1,547,567</u>	<u>(1,729,443)</u>	<u>-</u>	<u>(151,000)</u>	<u>2,039,201</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

18. STATEMENT OF FUNDS (CONTINUED)

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

RESTRICTED FUNDING

General Annual Grant - Income from the ESFA which is to be used for the normal running costs of the Academy, including education and support costs.

Universal Infant Free School Meals - This represents funding received from the ESFA to fund free school meals to pupils in reception, year 1 and year 2.

Pupil Premium - Pupil premium represents funding received from the ESFA for children that qualify for free school meals to enable the Academy to address the current underlying inequalities between those children and their wealthier peers.

PE Grant – This represents funding received from the ESFA and must be used to fund improvements to the provision of PE and sport, for the benefit of primary-aged pupils, so that they develop healthy lifestyles.

High Needs - Funding received by the Local Authority to fund further support for students with additional needs.

Rates Relief - represents funding from the ESFA to contribute towards the Academy's rates expenditure.

Teacher Pay/Pension Grant - represents funding from the ESFA which must be used to fund the increase in teachers' pay and pension contributions.

High needs - Funding received from the Local Authority to fund further support for students with additional needs.

COVID-19 catch up premium - represents funding from the ESFA to help pupils catch up on missed education due to the disruptions caused by the pandemic.

Early years funding - represents funding from the Local Authority in relation to the provision of nursery services.

Other restricted funds - this represents funding received from the Local Authority in relation to funding staff costs working at different schools and also additional government grants to cover costs associated with the Covid-19 pandemic.

Flood insurance claim - represents insurance proceeds to fund the repairs due and replacement of equipment caused by a flood.

Pension reserve – This represents the Academy's share of the assets and liabilities in the Local Government Pension Scheme. As with most pension schemes this is currently in deficit due to an excess of scheme liabilities over scheme assets which was inherited on conversion to an Academy.

FIXED ASSET FUNDS

Fixed assets transferred on conversion – This represent the buildings and equipment donated to the School from the Local Authority on conversion to an Academy

Fixed assets purchased from GAG and other restricted funds represent amounts spent on fixed assets from the GAG and Devolved Formula Capital funding received from the ESFA, as well as a furniture grant from the Local Authority.

DfE/ESFA Capital grants includes devolved capital funding, amounts received from the Academies Capital Maintenance Fund and amounts received from the Condition Improvement Fund.

18. STATEMENT OF FUNDS (CONTINUED)

Assets donated by local authority are works or assets completed by the local authority and gifted to the school.

Under the funding agreement with the Secretary of State, the Academy Trust was not subject to a limit on the amount of GAG it could carry forward at 31 August 2021.

CHARLTON KINGS INFANTS' SCHOOL
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

18. STATEMENT OF FUNDS (CONTINUED)

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

	Balance at 1 September 2019 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2020 £
UNRESTRICTED FUNDS						
General Funds	375,479	117,677	(68,727)	-	-	424,429
RESTRICTED GENERAL FUNDS						
General Annual Grant (GAG)	-	950,248	(961,788)	11,540	-	-
Universal Infant Free School Meals	-	22,039	(19,855)	-	-	2,184
<-- Enter row heading -->	-	17,800	(17,800)	-	-	-
POE and Sports Grant	-	2,436	(2,436)	-	-	-
Rates Relief	-	104,421	(81,244)	(23,177)	-	-
Teacher Pay Grant	-	3,520	(3,520)	-	-	-
Teacher Pension Grant	-	55,170	(55,170)	-	-	-
High Needs	18,253	-	(17,615)	-	-	638
Other Government Grants	-	134,979	(134,979)	-	-	-
COVID 19 Catch Up Premium	-	88,551	(88,551)	-	-	-
Pension reserve	(769,000)	-	(105,000)	-	123,000	(751,000)
	(750,747)	1,379,164	(1,487,958)	(11,637)	123,000	(748,178)
RESTRICTED FIXED ASSET FUNDS						
Fixed assets transferred on conversion	2,191,375	-	(38,404)	-	-	2,152,971
Fixed assets purchased from GAG	94,769	-	(22,795)	11,637	-	83,611

**CHARLTON KINGS INFANTS' SCHOOL
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

18. STATEMENT OF FUNDS (CONTINUED)

	Balance at 1 September 2019 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2020 £
DfE/ESFA Capital grants	273,542	143,141	(11,961)	-	-	404,722
Other donations	995	-	(995)	-	-	-
Assets donated by local authority	57,551	-	(3,029)	-	-	54,522
	<u>2,618,232</u>	<u>143,141</u>	<u>(77,184)</u>	<u>11,637</u>	<u>-</u>	<u>2,695,826</u>
TOTAL RESTRICTED FUNDS	<u>1,867,485</u>	<u>1,522,305</u>	<u>(1,565,142)</u>	<u>-</u>	<u>123,000</u>	<u>1,947,648</u>
TOTAL FUNDS	<u><u>2,242,964</u></u>	<u><u>1,639,982</u></u>	<u><u>(1,633,869)</u></u>	<u><u>-</u></u>	<u><u>123,000</u></u>	<u><u>2,372,077</u></u>

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2021 £	Restricted funds 2021 £	Restricted fixed asset funds 2021 £	Total funds 2021 £
Tangible fixed assets	-	-	2,627,225	2,627,225
Current assets	382,274	188,596	28,424	599,294
Creditors due within one year	-	(179,785)	-	(179,785)
Creditors due in more than one year	-	(6,533)	-	(6,533)
Provisions for liabilities and charges	-	(1,001,000)	-	(1,001,000)
TOTAL	<u><u>382,274</u></u>	<u><u>(998,722)</u></u>	<u><u>2,655,649</u></u>	<u><u>2,039,201</u></u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS (CONTINUED)

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2020 £	Restricted funds 2020 £	Restricted fixed asset funds 2020 £	Total funds 2020 £
Tangible fixed assets	-	-	2,567,706	2,567,706
Current assets	434,696	164,979	128,120	727,795
Creditors due within one year	(1,867)	(162,157)	-	(164,024)
Creditors due in more than one year	(8,400)	-	-	(8,400)
Provisions for liabilities and charges	-	(751,000)	-	(751,000)
TOTAL	424,429	(748,178)	2,695,826	2,372,077

20. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2021 £	2020 £
Net (expenditure)/income for the year (as per Statement of Financial Activities)	(181,876)	6,113
ADJUSTMENTS FOR:		
Depreciation charges	79,280	77,184
Capital grants from DfE and other capital income	(7,026)	(7,026)
Interest receivable	(901)	(1,909)
Defined benefit pension scheme cost less contributions payable	86,000	90,000
Defined benefit pension scheme finance cost	13,000	15,000
Decrease/(increase) in debtors	92,487	(68,011)
Increase/(decrease) in creditors	15,761	(28,686)
NET CASH PROVIDED BY OPERATING ACTIVITIES	96,725	82,665

21. CASH FLOWS FROM FINANCING ACTIVITIES

	2021 £	2020 £
Repayments of EFSA Loan	(1,867)	-
NET CASH (USED IN)/PROVIDED BY FINANCING ACTIVITIES	(1,867)	-

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

22. CASH FLOWS FROM INVESTING ACTIVITIES

	2021 £	2020 £
Interest received	901	1,909
Purchase of tangible assets	(138,799)	(26,658)
Capital grants from DfE Group	7,026	7,026
NET CASH USED IN INVESTING ACTIVITIES	(130,872)	(17,723)

23. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2021 £	2020 £
Cash in hand and at bank	532,777	568,791
TOTAL CASH AND CASH EQUIVALENTS	532,777	568,791

24. ANALYSIS OF CHANGES IN NET FUNDS

	At 1 September 2020 £	Cash flows £	At 31 August 2021 £
Cash at bank and in hand	568,791	(36,014)	532,777
Debt due within 1 year	(1,867)	-	(1,867)
Debt due after 1 year	(8,400)	1,867	(6,533)
	558,524	(34,147)	524,377

25. PENSION COMMITMENTS

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 Gloucestershire County Council.. Both are multi-employer defined benefit schemes.

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

Contributions amounting to £18,092 were payable to the schemes at 31 August 2021 (2020 - £23,165) and are included within creditors.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

25. PENSION COMMITMENTS (CONTINUED)

TEACHERS' PENSION SCHEME

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pension Scheme Regulations 2014. Membership is automatic for full-time 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. The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 23.68% of pensionable pay (including a 0.08% 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, 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 TPS in the year amounted to £116,852 (2020 - £124,101).

A copy of the valuation report and supporting documentation is on the Teachers' Pensions website (<https://www.teacherspensions.co.uk/news/employers/2019/04/teachers-pensions-valuation-report.aspx>).

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.

**NOTES TO THE FINANCIAL STATEMENTS
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25. PENSION COMMITMENTS (CONTINUED)

LOCAL GOVERNMENT PENSION SCHEME

The LGPS is a funded defined benefit pension scheme, with the assets held in separate trustee-administered funds. The total contribution made for the year ended 31 August 2021 was £128,000 (2020 - £112,000), of which employer's contributions totalled £105,000 (2020 - £92,000) and employees' contributions totalled £ 23,000 (2020 - £20,000). The agreed contribution rates for future years are 26.1% per cent for employers and 5.5%-12.5% per cent for employees.

As described in this note the LGPS obligation relates to the employees of the Academy Trust, who were the employees transferred as part of the conversion from the maintained school and new employees who were eligible to, and did, join the Scheme in the year. The obligation in respect of employees who transferred on conversion represents their cumulative service at both the predecessor school and the Academy Trust at the balance sheet date.

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

PRINCIPAL ACTUARIAL ASSUMPTIONS

	2021	2020
	%	%
Discount rate of scheme liabilities	2.00	1.70 %
Rate of increase in salaries	4.00	2.50 %
Rate of increase for pensions in payment/inflation	2.00	2.20 %

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

	2021	2020
	Years	Years
RETIRING TODAY		
Males	21.9 years	21.7 years
Females	24.3 years	23.9 years
RETIRING IN 20 YEARS		
Males	22.9 years	22.4 years
Females	26.0 years	25.3 years

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

25. PENSION COMMITMENTS (CONTINUED)

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

	2021 £	2020 £
Equities	1,175,000	882,000
Bonds	353,000	308,000
Property	118,000	107,000
Cash and other liquid assets	34,000	40,000
Total market value of assets	1,680,000	1,337,000

The actual return on scheme assets was £239,000 (2020 - £28,000).

The amounts recognised in the Statement of Financial Activities are as follows:

	2021 £	2020 £
Current service cost	(191,000)	(182,000)
Interest income	24,000	23,000
Interest cost	(37,000)	(38,000)
Total amount recognised in the Statement Of Financial Activities	(204,000)	(197,000)

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

	2021 £	2020 £
At 1 September	2,088,000	1,998,000
Current service cost	191,000	182,000
Interest cost	37,000	38,000
Employee contributions	23,000	20,000
Actuarial losses/(gains)	390,000	(142,000)
Benefits paid	(31,000)	(8,000)
At 31 August	2,698,000	2,088,000

**CHARLTON KINGS INFANTS' SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

25. PENSION COMMITMENTS (CONTINUED)

Changes in the fair value of the Academy Trust's share of scheme assets were as follows:

	2021 £	2020 £
At 1 September	1,337,000	1,229,000
Interest income	24,000	23,000
Actuarial gains	239,000	(19,000)
Employer contributions	105,000	92,000
Employee contributions	23,000	20,000
Benefits paid	(31,000)	(8,000)
At 31 August	1,697,000	1,337,000

26. MEMBERS' LIABILITY

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

27. RELATED PARTY TRANSACTIONS

Owing to the nature of the Academy Trust and the composition of the Board of Trustees being drawn from local public and private sector organisations, transactions may take place with organisations in which the trustees have an interest. All transactions involving such organisations are conducted in accordance with the requirements of the Academies Financial Handbook, including notifying the ESFA of all transactions made on or after 1 April 2019 and obtaining their approval where required, and with the Academy Trust's financial regulations and normal procurement procedures relating to connected and related party transactions.

No related party transactions took place in the period of account other than certain Trustees' remuneration and expenses already disclosed in note 12.

28. GENERAL INFORMATION

Charlton Kings Infant' School is a company limited by guarantee, incorporated in England and Wales. The registered office is Lyefield Road East, Charlton Kings, Cheltenham, GL53 8AY and the registered number is 0768949.

Charlton Kings Infants' School
Year End: 31 August 2021
Adjusting journal entries
Date: 01/09/2020 To 31/08/2021

N3. 1

Prepared by	Reviewed by	Final Review
RI Review	EQC Review	

Number	Date	Name	Account No	Reference	Debit	Credit	Net Income (Loss)	Amount Chg	Recurrence	Misstatement
Net Income (Loss) Before Adjustments							-88,658			
1	31/08/2021	Receipts in advance	LS02			4,720				
1	31/08/2021	Formula Cap. Current Year	73031		4,720					
To post deferred DFC										
					4,720	4,720	-93,378	-4,720		
2	31/08/2021	Accrued School Income	AO02		3,500					
2	31/08/2021	CIF Capital Income	73036			3,500				
To move accrued CIF amount out of CIF income to accrued income - to be written off next year when project has been completed										
					3,500	3,500	-89,878	3,500		
10	31/08/2021	Retained Earnings	960		2					
10	31/08/2021	Telephony	44100			2				
As opening balance agree to flush balance of 2 into expendiutre nominal code										
					2	2	-89,876	2		
11	31/08/2021	Current Service Cost - direct	BF1		136,000					
11	31/08/2021	Current Service Cost - support	BF2		55,000					
11	31/08/2021	Current service cost	BF3			191,000				
11	31/08/2021	Interest on pension - SOFA	BF4		37,000					
11	31/08/2021	Interest on pension - BS	BF5			37,000				
11	31/08/2021	ACTUARIAL GAINS / LOSSES - BS	BF9			151,000				
11	31/08/2021	Actuarial gains / losses - Liabiliti	BF10		390,000					
11	31/08/2021	Actuarial gains / losses - Assets	BF11			239,000				
11	31/08/2021	Expected return on plan assets - SOI	BF17			24,000				
11	31/08/2021	Expected return on plan assets - BS	BF18		24,000					
11	31/08/2021	Employer contributions - direct	BF19			75,000				
11	31/08/2021	Employer contributions - support	BF20			30,000				
11	31/08/2021	Employer contributions	BF21		105,000					

K. James. 9/12/21.
Bul

Charlton Kings Infants' School

Year End: 31 August 2021

Adjusting journal entries

Date: 01/09/2020 To 31/08/2021

N3. 1-1

Prepared by	Reviewed by	Final Review
RI Review	EQC Review	

Number	Date	Name	Account No	Reference	Debit	Credit	Net Income (Loss)	Amount Chg	Recurrence	Misstatement
To post pension adjustment						747,000	747,000	-188,876	-99,000	
12	31/08/2021	Donation Capital Income	BF73036	E104		7,000				
12	31/08/2021	Computer Equipment Additions	FACOMPEQADD	E104	7,000					
To bring in notional donated income and fixed asset additions for James Dyson laptops. As these were obtained at the end of the 20/21 year no depreciation will be charge. This should be charged from 01/09/2021						7,000	7,000	-181,876	7,000	
						762,222	762,222	-181,876	-93,218	

to James 9/12/21
Good