

Charity Registration No. 1153948

Company Registration No. 08652238 (England and Wales)

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION

Chair of Trustees Patricia Mary Colling (Appointed as Chair from 1 September 2018)

Trustees Patricia Mary Colling (Chair of Trustees)
Philip Walter Huggett
Dean Lee Lake
Rev Fr Stephen Wymer

Charity number 1153948

Company number 08652238

Principal address 228 Bromley Road
Shortlands
Kent
BR2 0BS

Registered office 228 Bromley Road
Shortlands
Kent
BR2 0BS

Auditors Ledger Sparks Audit LLP
Airport House
Suite 43-45
Purley Way
Croydon
Surrey
CR0 0XZ

Head Teacher Mrs P Anderson

Bursar Mr D Rolls

BISHOP CHALLONER SCHOOL

(A COMPANY LIMITED BY GUARANTEE)

CONTENTS

	Page
Trustees report	1 - 9
Independent auditor's report	10 - 11
Statement of financial activities	12
Balance sheet	13
Statement of cash flows	14
Notes to the financial statements	15 - 24

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 AUGUST 2019

The Trustees of the charity, who are also the Directors of the company, Bishop Challoner School ("the School"), present their annual report and the audited financial statements for the School for the Year Ended 31 August 2019.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Bishop Challoner School's constitution, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Objectives and activities

Bishop Challoner is an independent Catholic school that also provides educational opportunities for non-Catholics. The school aims to provide a broad general education for 3 to 18-year-old boys and girls. The "all-through" education provides them with a good moral grounding, outstanding pastoral care and excellent academic success. Bishop Challoner provides a supportive, nurturing and caring environment for the pupils and pupils support the Catholic ethos of the school. Catholicity is at the heart of the school and the constitution provides for strong Catholic leadership both from the teaching staff and Trustees.

We aim to:-

- recognise each individual as a unique part of God's creation and respect the human dignity of all members of the community;
- encourage each pupil to achieve his or her full potential in all areas including academic, creative, emotional and physical;
- celebrate and value personal success and achievement in all areas;
- provide a balanced curriculum which is responsive to and supportive of all needs and aspirations, fostering both intellectual curiosity and academic achievement;
- create a positive and supportive environment where high expectations are the norm;
- provide high quality teaching by well qualified staff in a disciplined working environment; and develop a social conscience towards all members of society - locally, nationally and globally.

We work in partnership with parents to develop the talents and interests of all the young people entrusted to us. We aim to develop each individual pupil's potential, academically, personally and spiritually. We serve the wider community by making this education available to all, including those who cannot afford our fees, as far as we are able within our resources. The school awards scholarships and bursaries to enable pupils who would not otherwise be able to be educated at the school. Scholarships are offered at 11+, 13+ and 16+ for gifted and talented pupils who show potential. The school also offers means-tested bursaries.

The school educates around 350 pupils, relieving pressure on local schools, and providing a Catholic "all-through" education not otherwise available in the Borough of Bromley.

In addition, the local community benefits through such facilities as the school can offer such as entirely free accommodation for both the extremely active local scouts and another charity's local office (CAFOD).

We respond to the changing demands of young people in the wider community in ways that would not otherwise be available locally. We provide lettings to a number of after school clubs e.g. Chess, Irish dancing, fencing.

We work hard to maintain the historic listed buildings which the school is fortunate to occupy. The Trustees have paid due regard to guidance issued by the Charity Commission and the school's constitution in deciding what activities Bishop Challoner School should undertake.

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

PUBLIC BENEFIT

Key examples of how the charity provides public benefit through its values and aims:

- Bishop Challoner has worked closely with a local Catholic State Primary Academy and offered opportunities for the Year 5 children to participate in science activities using the school facilities. The school minibus service has operated for pupils attending. One of the groups enjoyed our school lunches and were provided with refreshments.
- A local nursery school have used our Forest School and the school minibus has operated to allow for the children to attend. Easter activities were also offered to the children.
- We allow a local Scout group to use our facilities on site on a regular basis.
- Bishop Challoner allows CAFOD to use a room in the grounds to enable them to carry out their voluntary work.
- The Sixth Form support local residential homes at Christmas and invited them into the school for a Christmas party.
- The school provides its Chapel for the Catholic community who wish to attend some of the Liturgical events. Families have the opportunity to attend First Holy Communion which is offered in June.
- The Collective Worship is offered to the Public at certain times during the Liturgical year. The beautiful heritage campus is enjoyed by the local and wider community.
- The school has strong relationships with the local community including a visit from the Short lands residents to have a tour of Bishop Challoner followed by refreshments.
- Members of Bishop Challoner play an active role in their local communities by taking part in events at local Catholic Churches, participating in the Duke of Edinburgh's Award scheme and numerous charities.
- The school community was actively involved in many fundraising events both at local and international level and contributes annually to a school in Pong Tek, Cambodia.

The school has made significant bursaries available. These help pupils whose parents would otherwise be unable to afford a Bishop Challoner education. Places are therefore made available, within the limits of what is possible, to children whose parents need financial assistance in order to meet the costs. Increasingly, families with children already at the school find that a sudden downturn in family finances or an upheaval of some form, means the school needs to offer fee relief on a temporary and non-refundable basis.

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

Achievements and performance

Bishop Challoner had a very successful Regulatory Compliance Inspection and met all compliance checks with no action points. The school underwent a Diocesan Denominational Inspection and was judged as an outstanding Catholic school.

Bishop Challoner celebrated over 30 per cent of grades 9-7 at GCSE. There is a significant increase in the number of 9 – 7 grades achieved which has improved compared to the previous year.

74.3 per cent of students achieved grade 9-4 in five or more subjects, with 65.7 percent gaining at least five GCSEs including mathematics and English Language. Subjects achieving the highest grade 9 included biology, chemistry, computing, English Language and English Literature, geography, history, physical education, physics, religious studies and Spanish.

100 per cent 9-4 grades were achieved in biology, chemistry, design technology, French and physics. In addition, over half of all students studying computing, drama, geography, history, and religious studies gained grades 9-6.

There was a 100 per cent pass rate at A level with 20 per cent A* grades being achieved. Many individual students achieved better than, or in line with, their baseline predictions demonstrating commitment to their studies and passion for learning with the support of our outstanding teachers.

60 per cent of the results were A*- C grades with students gaining 100 per cent A* - C grades in English Literature, History, Philosophy and Ethics, Physics and 100 percent A* in the Extended Project Qualification.

Bishop Challoner prides itself upon sustaining a nurturing and caring environment for its students and ensuring that they are given the opportunity to participate in a wide range of co-curricular activities.

Strong partnerships have been forged with a number of Catholic primary schools which has provided opportunities for resources and teaching expertise to be shared. The children have been fully engaged and developed a range of skills to enhance their learning.

An impressive performance of The Wizard of Oz was showcased enabling pupils from Year 3 to Sixth Form to come together as a team. Pupils performed with enthusiasm, assurance and poise.

There have been a number of successful retreats running throughout the year organised by the school Chaplain. These have included in-house events as well as retreats to Aylesford priory, Kintbury and Whitstable. Themes have included inspiration and finding God in all things.

A substantial number of Year 9 and 10 pupils have pursued Bronze Duke of Edinburgh Award and this has taken them out of their comfort zone and allowed them to gain confidence, resilience, skills for work and friendship groups.

Year 12 pupils had the opportunity to be involved in a variety of community projects with local organisations. At Christmas they organised a party for local senior citizens; an excellent way to encourage service to the community, and this event is a vital part of the wider Sixth Form curriculum program.

The senior school has built on last year's sporting successes with several notable performances. Pupils have represented the school in a variety of sports ranging from individual events such as fencing, cross-country, athletics, swimming and tennis to team sports including football, rugby and netball. The junior school has had a busy year in sport with many fixtures, tournaments and house competitions with participation in cross country, football, hockey, handball and tennis.

Other impressive events have included the many concerts, recitals and Carol Service giving pupils the opportunity to develop their confidence and demonstrate their progress in voice or an instrument. The peripatetic one-to-one lessons have surpassed 100 lessons per week, which is very impressive for a school of this size.

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

LAMDA Speech and Drama continues to be popular across Years 7 to 9 pupils and fantastic results were achieved in the summer of 2019. Due to the success of this new initiative, pupils in Years 5 and 6 now have the opportunity to have lessons.

Bishop Challoner has its very own school prayer. Many pupils took part in the competition to write a prayer that embodies the school ethos and mission statement.

The science Olympiads and the Maths Challenge are national competitions that remain popular at Bishop Challoner. Some pupils entered a Biology Challenge competition conducted by the Royal Society of biology with 527 schools worldwide participating. There were achievements of gold and silver awards. Senior pupils have achieved a good number of bronze and silver awards in the UK mathematics challenge.

Eco club is very strong within the school and our aim is to continue to focus on saving energy and making the school 'greener'. The school achieved a Silver Award.

Fundraising has also included collections for The Passage, a Roman Catholic charity supporting homelessness, support for a school in a remote part of Cambodia called Pong Tek, CAFOD and the shoebox appeal.

In the Nursery there have been a number of successful 'Stay and Play' days for parents of young children to bring them to the nursery for a short session. Tapestry is a continual source of enjoyment for the parents and provides regular updates for parents.

Almost every subject organises a day trip or residential experience. Many of these trips are planned to enhance pupils understanding of subjects, support their examination courses and other trips have been organised to provide challenges and contribute to pupil's personal and social development. Earlier in the year, our Year 5 and 6's enjoyed a successful residential visit to Ludington.

There is an ongoing program of maintenance and upkeep of the building and, during the year, refurbishment of corridors, internal lighting, external paintwork, and painting took place. In addition improvements have been made to the junior playground.

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

Financial review

The School recorded an increase in funds of £43,249 for the year ending 31 August 2019, an improvement on the previous year's deficit of £84,530. The Trustees are pleased with the financial management of the school in addressing the prior year deficit and continue to support investment in the school and its facilities in a managed way. The school continues to attract academically able pupil admissions with the strong financial position providing support for greater discounts to be applied both through means tested bursaries and targeted scholarships. This allows the school to attract the most able candidates regardless of financial background whilst complying with the school's constitutional arrangements.

The school remains determined to nurture pupils and continues to ensure that the quality of teaching and learning is excellent. The school recognizes its attractiveness in its provision of "all-through" Catholic education. Pupil retention of those already on school roll continues to be good.

Costs are continuously controlled and monitored against budget. The historic nature of the premises means that significant investment in the upkeep of the site will always be required. However, substantial remedial expenditure in recent years has enabled the school to deliver more focused projects to improve the learning environment with minimal site improvements such as the completion of the junior playground implemented during the year. The school aspires to further expand and develop its site in a prudent manner, continuing to consider new development opportunities.

Reserves

The Balance Sheet of the School shows the net worth ('Total assets less current liabilities') of the company at a still very healthy £2m. Furthermore, whilst many schools' assets are tied up in the fabric of their building, Bishop Challoner School is in the strong position that net current assets make up £1.3m. The freehold of the site is owned by the Archdiocese of Southwark and is therefore not included in the School's fixed assets. Additionally, all of the School's reserves are Unrestricted Funds giving the Trustees complete freedom to target expenditure as necessary.

The Trustees will continue to support the drive for improving academic standards and recognize the need to maintain and develop the site to enhance the education experience and attractiveness of the environment. The Trustees have considered the pricing structure of the school with the goal of the school funding its day-to-day operations from operating cash flows to facilitate the ring-fencing of reserves for future projects. This strategic investment will be planned long term and balanced against a prudent approach to ensure the continued financial health of the school and its ability to provide an outstanding educational experience for its pupils into the future.

Plans for the future

The Trustees are satisfied that the new constitution gives them an effective framework to build on the school's many successes in the years ahead. They continue to review average use and any issues which may have adverse effects on the effectiveness of the school. Broadly the Trustees have the following aims for Bishop Challoner School:

- To maintain and sustain our current objectives whilst keeping fees at very reasonable levels compared to other local independent schools.
- To increase pupil numbers in Reception Class and to continue to retain pupils from Year 6 to Year 7.
- To maintain and develop the current site and facilities.
- To continue to develop the distinctive Catholic nature of the school.
- To continue to develop partnerships with local State Schools.

**BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019**

Structure, governance and management

The School is a charitable company (Co. No: 8652238) limited by guarantee and was incorporated on 15 August 2013.

The School is constituted under a Memorandum and Articles of Association dated 22 July 2013 (as per the Companies Act 2006 for a Company Not Having a Share Capital).

The School is a registered charity (Registered Charity No: 1153948) with a date of registration of 25 September 2013.

The Trustees, who are also the directors for the purpose of company law, and who served during the year were:

Patricia Mary Colling (Chair of Trustees)

Michael Vernon Cronin

(Retired 31 August 2019)

Philip Walter Huggett

Dean Lee Lake

Maria Noone

(Resigned 27 April 2020)

Susanne Gabriela Owen

(Retired 31 March 2019)

Susannah Mary Watchorn

(Resigned 31 December 2019)

Rev Fr Stephen Wymer

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

The School occupies its premises at 228 Bromley Road, Shortlands, Kent, BR2 0BS, under a 99 year lease dated 4 June 2014 with the start of occupancy backdated to 6 December 2013, the date of the Deed of Transfer. The Landlord is the Southwark Roman Catholic Diocesan Corporation (Co. No: 393665) registered at 59 Westminster Bridge Road, London, SE1 7JE. The property incorporates everything within the curtilage of the site including St. Catherine's Cottage (228 Bromley Road, BR2 0AB). The School sublets a room within the cottage on a rent free basis to the Catholic Agency for Overseas Development (CAFOD), a Charity registered in England and Wales with registered number 285776 whose registered office is at 55 Westminster Bridge Road, London, SE1 7JB.

Buildings and Contents Insurance are held in joint names between Bishop Challoner School and the Diocese through the Catholic Church Insurance Association. All other insurances in respect of Bishop Challoner School are held solely by the School (including Public Liability Insurance, Employer's Liability Insurance and Governors' Liability Insurance).

In setting our objectives and planning our activities, the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit and, in particular, to its supplementary public benefit guidance on the advancement of religion, advancing education and on fee-charging.

Governance and Management

The School was governed during the year by a voluntary Board of Governors, chaired by Patricia Colling.

There were two departures from the Board during the year, namely Susanne Owen and Michael Cronin.

The school would like to put on record its sincere thanks to the departing Trustees for their service to the school.

Appointment of Trustees and Trustee Induction and Training

Two Governors joined the Board of Governors during the year, namely Sebastian O'Connell and Tracey Cassidy. The new appointees bring a breadth of experience to the Board. Mr. O'Connell is a Resource Manager at a secondary school and Ms. Cassidy a solicitor.

Governors are invited to join the Board based on the skills and experience each individual can bring to the Board of Governors. Following an introduction to the other members of the Board, new Governors complete an induction, including background to the school, the operations and the role of the Board of Governors and the interaction with the Senior Leadership Team. After an initial year serving on the Board of Governors, a Governor may then be invited to be a Trustee of the school.

The Board of Governors, via the Clerk to the Governors, are provided with updates from AGBIS, together with opportunities to attend webinars and training courses/seminars run by AGBIS in order to seek to ensure the Board operates in line with best practice.

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

Governance and Management structure

The school was originally formed by the parishes of Beckenham and Bromley –The Archbishop of the Catholic Diocese of Southwark has the power reserved in the constitution to appoint two trustees. One post is filled by Fr Stephen Wymer and one appointment is awaiting ratification. The Governors come from a variety of backgrounds including religious, education, legal, finance and marketing. The Board is attended by Trustees who are parents, and a Teacher representative, Ms. Ludlam, also served during the year.

The Trustees of the registered charity are also the Directors of the charitable company limited by guarantee. The Board of Governors meets at least once a term. The Board delegates decision making powers to various sub-committees of Trustees/Governors to drive the school forward through their area of responsibility. The current subcommittees are Finance, Premises and Health & Safety; Strategy and Development; Personnel; Education; Governance and Nominations. The various sub-committees report back to the Full Board Meeting, which is the final meeting of each term, and ratify any decisions.

The day to day decision making and implementation of Trustees' decisions rests with the Senior Leadership Team, currently comprising the Head teacher, the Bursar, a Deputy Head and Head of Junior School.

The Trustees invite relevant staff representation to the sub-committee meetings held each term. The Head teacher attends all sub-committee meetings, the Bursar and the Estates Project Manager provide termly reports to the Finance, Premises and Health & safety sub-committee. The Deputy Head and the Head of Key Stage 1 and 2 attend the education sub-committee.

The Trustees have arranged for the school to maintain a live risk matrix for the purposes of managing risk.

Statement of Trustees responsibilities

The Trustees, who are also the directors of Bishop Challoner School for the purpose of company law, are responsible for preparing the Trustees Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Bishop Challoner School and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Trustees are required to:

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

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

Auditor

A resolution proposing that Ledger Sparks Audit LLP be reappointed as auditors of the company will be put to the members.

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

Going Concern

In March 2020, the World Health Organization declared the outbreak of a coronavirus (COVID-19) pandemic. Due to the outbreak, economic uncertainties have arisen, which could have some form of negative impact on the charity, however any impact at present is difficult to evaluate. The trustees have reviewed the charity's objective, risks and management policies resulting from coronavirus outbreak. The trustees continue to review and assess the current forecast and projections for the school and utilize the UK government support made available. As a result, the trustees have concluded that the charity has adequate and sufficient resources to continue to adopt a going concern basis in preparing the financial statements.

Risk Management

The Governors are responsible for the overseeing of the risks faced by the School. Detailed considerations of risk are delegated to the Senior Management of the School. Risks are identified, assessed and controls established throughout the year. A formal review of the charity's risk management processes is undertaken on an annual basis. Risk is managed under the headings of legal, health and safety, financial, external, reputational and people.

The main risks that the Governors have identified and the plans to manage those risks are:

Reputation. The School's success is built on its reputation for the education and well-being of our pupils. We manage this risk through safeguarding policies, staff recruitment policies, pastoral support for both pupils and staff and active identification and resolution of health and safety related issues.

Money. Our ability to continue is reliant on pupil fees and the ability to pay bills as they fall due. This risk is managed by marketing activity, having a reputation for academic excellence and active cash-flow management.

Curriculum. Academic excellence requires the most able teachers with state of the art facilities delivering the curriculum to able students. We manage this risk by combining attractive salaries with additional allowances, on-going investment in our estate and an approach to enrolment that works with supportive parents whose children have an appetite for learning and a bursary scheme that recognizes pupil achievement and aptitude.


Through the risk management processes established for the School, the Governors are satisfied that the major risks identified have been adequately mitigated where necessary. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

Disclosure of information to auditor

So far as each of the Trustees is aware at the time the report is approved:

- there is no relevant audit information of which the School's auditors are 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 auditors are aware of that information.

The Trustees report was approved by the Board of Trustees.



Dean Lee Lake

Trustee

Dated: 26 June 2020

**BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
INDEPENDENT AUDITOR'S REPORT
TO THE TRUSTEES OF BISHOP CHALLONER SCHOOL**

Opinion

We have audited the financial statements of Bishop Challoner School (the 'Bishop Challoner School') for the year ended 31 August 2019 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2019 and of its incoming resources and application of resources, 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.

Basis for opinion

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

Conclusions relating to going concern

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

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

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

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

We have nothing to report in this regard.

**BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE TRUSTEES OF BISHOP CHALLONER SCHOOL**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Trustees

As explained more fully in the statement of Trustees responsibilities, the Trustees, who are also the directors of the Bishop Challoner School for the purpose 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 Bishop Challoner School's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

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



**Mr Bobby Gurdep Bhogal FCCA (Senior Statutory Auditor)
for and on behalf of Ledger Sparks Audit LLP**

Statutory Auditor

Airport House
Suite 43-45
Purley Way
Croydon
Surrey
CR0 0XZ

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2019

	Notes	Unrestricted funds £	Total 2018 £
<u>Income from:</u>			
<u>Incoming resources from charitable activities</u>			
Incoming resources from charitable activities	3	3,527,191	3,252,608
Investment income	4	17,809	13,842
Other income	5	(15,011)	13,700
Total income		3,529,989	3,280,150
<u>Expenditure on:</u>			
<u>Charitable activities</u>			
Support Costs	6	945,591	920,960
Direct Charitable Expenditure	6	2,541,149	2,443,720
Total charitable expenditure		3,486,740	3,364,680
Total resources expended		3,486,740	3,364,680
Net income/(expenditure) for the year/ Net movement in funds		43,249	(84,530)
Fund balances at 1 September 2018		1,959,598	2,044,128
Fund balances at 31 August 2019		2,002,847	1,959,598

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities .

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

The notes on pages 16 to 24 form part of the accounts

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET
AS AT 31 AUGUST 2019

	Notes	2019 £	£	2018 £	£
Fixed assets					
Tangible assets	11		699,822		705,896
Current assets					
Debtors	13	161,839		110,158	
Cash at bank and in hand		2,206,499		2,174,957	
		<u>2,368,338</u>		<u>2,285,115</u>	
Creditors: amounts falling due within one year	14	<u>(1,065,313)</u>		<u>(1,031,413)</u>	
Net current assets			<u>1,303,025</u>		<u>1,253,702</u>
Total assets less current liabilities			<u><u>2,002,847</u></u>		<u><u>1,959,598</u></u>
Income funds					
Unrestricted funds			<u>2,002,847</u>		<u>1,959,598</u>
			<u><u>2,002,847</u></u>		<u><u>1,959,598</u></u>

The Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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

The accounts were approved by the Trustees on 22 June 2020.....



Dean Lee Lake
Trustee

Company Registration No. 08652238

The notes on pages 16 to 24 form part of the accounts

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 AUGUST 2019

	Notes	2019 £	£	2018 £	£
Cash flows from operating activities					
Cash generated from operations	15		116,034		64,525
Investing activities					
Purchase of tangible fixed assets		(102,301)		(166,176)	
Interest received		17,809		13,842	
Net cash used in investing activities			(84,492)		(152,334)
Net cash used in financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			31,542		(87,809)
Cash and cash equivalents at beginning of year			2,174,957		2,262,766
Cash and cash equivalents at end of year			<u>2,206,499</u>		<u>2,174,957</u>

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019

1 Accounting policies

Company information

Bishop Challoner School is a private company limited by guarantee incorporated in England and Wales. The registered office is 228 Bromley Road, Shortlands, Kent, BR2 0BS.

1.1 Accounting convention

These accounts have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The Bishop Challoner School is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Bishop Challoner School. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared on the historical cost convention, modified to include the revaluation certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Bishop Challoner School has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

In March 2020, The World Health Organisation declared the outbreak of a coronavirus (COVID-19) as a pandemic. The COVID-19 outbreak in the United Kingdom has resulted in the temporary lockdown and caused interruption and reduction of the School's operations which have been government mandated. At the current time, the trustees are unable to quantify the potential effects of this pandemic on future reporting periods. The charity's continual review and reassessment of its cash flow forecasts and budgets, show that the charity would have sufficient resources for at least a year from the date these Financial Statements are approved. This is based on the assumptions that the budgeted forecasts are achievable. Given the above, the trustees consider it appropriate to adopt a going concern basis in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

1.4 Incoming resources

Income is recognised when the Bishop Challoner School is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

1 Accounting policies

(Continued)

1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Expenditure is mainly classified under the following activity headings:

- Expenditure on charitable activities includes the costs of educational activities undertaken to further the purposes of the charity and their associated support costs.
- Support costs are those costs incurred directly in support of expenditure on the objects of the school
- Governance costs are those costs incurred in connection with administration of the school and compliance with constitutional and statutory requirements.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Long Leasehold Improvements	5% Straight Line
Plant and machinery	33.3% Straight Line
Fixtures, fittings & equipment	20% Straight Line
Motor vehicles	25% Reducing Balance

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with a short maturity.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the Bishop Challoner School transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Bishop Challoner School's contractual obligations expire or are discharged or cancelled.

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when Bishop Challoner School is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.9 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.10 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

1.11 Legal status of the School

The School is a company limited by guarantee and has no share capital. The members of the company are the Trustees named on page 1. In the event of the school being wound up, the liability in respect of the guarantee is limited to £1 per member of the school.

1.12 Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the School and which have not been designated for any other purposes. Investment income, gains and losses are also allocated to unrestricted funds.

2 Critical accounting estimates and judgements

In the application of the Bishop Challoner School's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2019

3 Incoming resources from charitable activities

	2019 £	2018 £
Gross Tuition Fees	3,909,017	3,558,384
Breakfast Club	10,312	12,787
Scholarship Awarded	(194,784)	(188,290)
Bursaries Awarded	(212,792)	(153,846)
Other Educational Income	15,438	23,573
	<u>3,527,191</u>	<u>3,252,608</u>

4 Investment income

	Total 2019 £	Total 2018 £
Interest receivable	<u>17,809</u>	<u>13,842</u>

5 Other income

	Unrestricted funds	Total
	2019 £	2018 £
Other income	<u>(15,011)</u>	<u>13,700</u>

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

6 Charitable activities

	Support Costs £	Direct Charitable Expenditure £	Total 2019 £	Total 2018 £
Expenditure on charitable activities	-	2,541,149	2,541,150	2,443,720
Share of support costs (see note 8)	920,501	-	920,501	897,537
Share of governance costs (see note 8)	25,090	-	25,089	23,423
	<u>945,591</u>	<u>2,541,149</u>	<u>3,486,740</u>	<u>3,364,680</u>
Analysis by fund				
Unrestricted funds	<u>945,591</u>	<u>2,541,149</u>	<u>3,486,740</u>	
	<u>945,591</u>	<u>2,541,149</u>	<u>3,486,740</u>	
For the year ended 31 August 2018				
Unrestricted funds	<u>920,960</u>	<u>2,443,720</u>		<u>3,364,680</u>
	<u>920,960</u>	<u>2,443,720</u>		<u>3,364,680</u>

Payments to the auditors of £10,000 (2018 - £10,000) in relation to audit fees and £3,800 (2018 - £3,680) in relation to non-audit services. Legal and Professional Fees amounting to £11,290 (2018 - £9,743).

7 Direct charitable expenditure

Teaching costs	2019 £	2018 £
Gross Wages	1,735,288	1,715,927
National Insurance	164,635	158,046
Pension Contributions	237,634	230,784
Recruitment Costs	35,457	42,270
Computer Expenses	81,699	77,869
Subscriptions	8,670	11,158
Playing Fields	23,052	14,411
Staff Training	26,515	26,064
Prize Giving	5,875	2,650
Refreshments for Children	37,455	5,009
Books and Teaching Aids	100,749	72,941
Depreciation Expense	108,374	86,591
Total	<u>2,565,403</u>	<u>2,443,720</u>

The pension charge for the year amounts to £237,634 (2018: £230,784) as above which was payable to the TPS.

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

8 Analysis of Support costs (including Governance costs)

	Support costs	Governance costs	2019	2018
	£	£	£	£
Gross Wages	355,566	-	355,566	343,586
National Insurance	34,481	-	34,481	33,149
Pension Contributions	23,556	-	23,556	22,972
Rates	42,421	-	42,421	15,240
Insurance	20,152	-	20,152	19,685
Light & heat	46,766	-	46,766	44,176
Repairs and Maintenance	141,525	-	141,525	134,502
Postage and Stationery	35,716	-	35,716	33,908
Telephone and Fax	8,219	-	8,219	7,635
Motor Expenses	4,332	-	4,332	5,653
Cleaning	64,295	-	64,295	70,085
Staff Welfare	7,430	-	7,430	10,749
Bank Charges	6,560	-	6,560	8,585
Advertising	63,209	-	63,209	86,577
Donations	32,301	-	32,301	31,794
Other costs	33,972	-	33,972	29,241
Audit fees	-	13,800	13,800	13,680
Legal and professional	-	11,290	11,290	9,743
	<u>920,501</u>	<u>25,090</u>	<u>945,591</u>	<u>920,960</u>

Support costs for the period total £920,501 (2018: £897,537). If allocated on the basis of staff numbers, the support cost allocation would be £771,231 (2018: £757,667) to teaching staff and £149,270 (2018: £147,540) allocated to administration, premises and office staff.

The pension charge for non teaching staff total £23,556 (2018: £22,972) for the period, as shown above.

9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from Bishop Challoner School during the year. None of the trustee received payment for professional or other services supplied to Bishop Challoner School.

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

10 Employees

	2019 Number	2018 Number
Teaching staff	42	41
Teaching Support Staff	20	20
Office & Premises Staff	12	12
	<u>74</u>	<u>73</u>

Their aggregate remuneration comprised:

	2019 £	2018 £
Wages and salaries	2,090,853	2,059,513
Social security costs	199,116	191,195
Pension costs	261,190	253,756
	<u>2,551,159</u>	<u>2,504,464</u>

The number of employees who had emoluments and benefits in excess of £60,000 in the year was 2 (2018: 2). Pension costs are allocated to activities in proportion to the related staffing costs incurred and are wholly charged to unrestricted funds.

11 Tangible fixed assets

	Long Leasehold Improvements £	Plant and machinery £	Fixtures, Motor vehicles fittings & equipment £	£	Total £
Cost					
At 1 September 2018	587,898	141,891	193,820	57,867	981,476
Additions	42,729	52,485	7,087	-	102,301
	<u>630,627</u>	<u>194,376</u>	<u>200,907</u>	<u>57,867</u>	<u>1,083,777</u>
At 31 August 2019					
Depreciation and impairment					
At 1 September 2018	74,145	92,316	61,928	47,192	275,581
Depreciation charged in the year	30,323	36,962	38,420	2,669	108,374
	<u>104,468</u>	<u>129,278</u>	<u>100,348</u>	<u>49,861</u>	<u>383,955</u>
At 31 August 2019					
Carrying amount					
At 31 August 2019	<u>526,159</u>	<u>65,098</u>	<u>100,559</u>	<u>8,006</u>	<u>699,822</u>
At 31 August 2018	<u>513,753</u>	<u>49,575</u>	<u>131,893</u>	<u>10,675</u>	<u>705,896</u>

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

12	Financial instruments	2019	2018
		£	£
	Carrying amount of financial assets		
	Debt instruments measured at amortised cost	105,867	56,224
		<u> </u>	<u> </u>
	Carrying amount of financial liabilities		
	Measured at amortised cost	1,014,386	982,598
		<u> </u>	<u> </u>
13	Debtors	2019	2018
		£	£
	Amounts falling due within one year:		
	Trade debtors	44,261	25,115
	Other debtors	61,606	31,109
	Prepayments and accrued income	55,972	53,934
		<u> </u>	<u> </u>
		161,839	110,158
		<u> </u>	<u> </u>
14	Creditors: amounts falling due within one year	2019	2018
		£	£
	Other taxation and social security	50,927	48,815
	Trade creditors	172,823	230,569
	Other creditors	770,764	688,959
	Accruals and deferred income	70,799	63,070
		<u> </u>	<u> </u>
		1,065,313	1,031,413
		<u> </u>	<u> </u>
15	Cash generated from operations	2019	2018
		£	£
	Surplus/(deficit) for the year	43,249	(84,530)
	Adjustments for:		
	Investment income recognised in profit or loss	(17,809)	(13,842)
	Depreciation of tangible fixed assets	108,374	86,591
	Movements in working capital:		
	(Increase) in debtors	(51,680)	(20,305)
	Increase in creditors	33,900	96,611
		<u> </u>	<u> </u>
	Cash generated from operations	116,034	64,525
		<u> </u>	<u> </u>

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

16 Controlling Party

During the accounting periods the school, having no share capital, is under the control of the Board of Governors including the Trustees who are also directors of the school.

17 Operating lease commitments

At 31 August 2019 the company had annual commitments under non-cancellable operating leases as follows:

	2019	2018
	£	£
Expiry date		
Within one year	10,987	9,558
Between two and five years	8,240	2,403
	<u>19,227</u>	<u>11,961</u>
	<u>19,227</u>	<u>11,961</u>

The financial commitments are in relation to office equipments.

18 Related party transactions

There were no disclosable related party transactions during the year (2018 - none).

19 Capital commitments

As at the balance sheet date, Bishop Challoner School did not have any capital commitments.

BISHOP CHALLONER SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019

20 Post Balance Sheet events

Since the year end, the COVID-19 pandemic has had a significant impact throughout the world. As a result, the charity's operations have been restricted although education and classes continue to be performed remotely.

Following lockdown, the school provided immediate assistance to parents by extending instalment plans (normally due to finish on 2 June) to 2 September, effectively halving their monthly payment during the summer 2020 term. The school also provided a commitment to refunding all school trip costs, regardless of any contractual disputes with trip providers.

Furthermore, the school has accessed the furloughing scheme for some support staff, and provided further assistance by applying a discount for the summer 2020 term to all parents. However, during the summer term, the school has retained all teaching staff who are necessary for the provision of quality remote learning.

The school has remained open to the children of keyworkers throughout the crisis. It has put in place a comprehensive return to work risk assessment based on government guidance, the key features of which being staying in class cohorts/not mixing with other groups, staggered arrivals, breaks and departures, and good hygiene including additional cleaning programs and hand washing. The school will be led by Government advice as to which year groups are to return and when.

The financial impact on the current business at present is difficult to evaluate. The trustees are continuing to monitor, assess and act to the changing environment to position the charity to ensure its future success.