

Company Number: 1838655  
Charity Number: 516113

**The St Peter and St Paul School Trust**  
Annual Report and Financial Statements  
Year Ended 31 August 2019

# **The St Peter and St Paul School Trust**

Annual report and financial statements for the year ended 31 August 2019

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## The St Peter and St Paul School Trust

Reference and administrative details of the charity, its trustees and advisors for the year ended 31 August 2019.

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Trustees	Mrs D Graham (Chair) (resigned 30 January 2019) Mrs K Denton appointed (11 September 2018- chair from 30 January 2019) Mr P Webber (Vice-Chair) (resigned 30 January 2019) Mr A Bonell Mr P Pollard Mr C Ball (appointed 11 September 2018) Mr C Burton (appointed 11 September 2018) Revd P Coleman (appointed 11 September 2018) Miss L Bolger (appointed 12 June 2019) Mrs J Bermingham (appointed 12 June 2019) Mrs F Green (resigned 1 October 2019) Mr S Ellis ( appointed 11 September 2018, resigned 7 November 2019) Mr D Welch (resigned 4 May 2019) Mr M Riley (resigned 12 June 2019) Mr N Green (resigned 20 September 2018) Mrs H Heydari (resigned 29 February 2019)
Head	Mrs J Phinn
Senior Leadership Team	Mrs K Spiby CEO (until December 2019) Mrs A Austin (from March 2019) Mrs K Priestley Mr S Nixon Mrs J Ottewell-Cole (from October 2018) Mrs L Athorn- Mico ( from May 2019)
Company registered number	1838655
Charity registered number	516113
Registered Office	Brambling House Hady Hill Chesterfield S41 OEF
Independent examiner	Ruth Jacobs BSc FCA CTA Duncan Chartered Accountants The Workshop, Suite 5, Cherry Tree, Union Road Sheffield S11 9EF
Bankers	Lloyds Bank Rose Hill Chesterfield S40 1LR

## **The St Peter and St Paul School Trust**

### **Report of the trustees (including directors' report) for the year ended 31 August 2019**

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The Board of Trustees submits its report, together with the financial statements for the year ended 31 August 2019.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in the UK and Republic of Ireland (FRS102) published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016).

#### **Structure, Governance and Management**

##### **Governing Document**

The School dates back to 1948. It was incorporated as a charitable company under the Companies Act in 1984. The School is governed by its Memorandum and Articles of Association. The liability of its members is limited to £1 each by guarantee. The investment powers of the company are set out in its Memorandum and Articles of Association and allow the company to borrow and invest at the Board's discretion.

##### **Governing Body**

The School is governed by the Board of Trustees, together with the Headmaster and Senior Management, who are responsible for setting its strategic direction and for establishing policy. The minimum number of Trustees is 5. No Trustee receives any remuneration from the School. Trustees who have children attending the School are charged full fees.

##### **Appointment of Trustees**

The Articles of Association of the Trust provide for the annual retirement of one third of the Board and the appointment by election of their successors.

The Board contains a mix of parents from the school and members of the wider community. A wide variety of professionals and an educationalist from outside this school serve on the Board.

The Board of Trustees operates the following sub-committees: Business & Finance Sub-Committee (Chairman: Peter Pollard), Standards Sub-Committee (Chairman: Revd Patrick Coleman), Education Sub-Committee (Chairman: Faye Green) and Estates Sub-Committee (Chairman: Chris Ball).

##### **Trustee Induction**

Trustees receive a letter of introduction together with copies of the Memorandum and Articles of Association and earlier Board Minutes. Trustees are encouraged to attend any relevant and necessary training eg safeguarding, e-safety and finance, which may be provided in house or by competent external bodies.

##### **Organisational structure and decision making**

The Board of Trustees meets at least once each term (minimum of 3 times a year) and each full meeting is preceded by a meeting for each of the sub-committees. The Finance Office provides cashflow against budget reports and Termly Management Accounts for the Business & Finance sub-committee and for full Board meetings.

The Business & Finance Sub-Committee is responsible for planning the financial sustainability of the school. The Standards Sub-Committee is responsible for ensuring the curriculum offering and the standard of education and monitoring meet the required standards and are continually developing. The Estates Sub-Committee is there to ensure the Trust's main asset, its buildings, are properly utilised and maintained. Minutes of all sub-committee meetings are submitted to



## **The St Peter and St Paul School Trust**

### **Report of the trustees (including directors' report) for the year ended 31 August 2019**

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all trustees. Aims and objectives are recorded in the Board Action Plan which is periodically reviewed.

The day to day running of the school is delegated to the Head supported by the Senior Leadership Team who meet weekly during term time. They are also involved with one or more of the Sub-Committees providing a direct link to the Trustees. They are responsible for ensuring that the school works within the policies and procedures approved by the Trustees. The Head oversees the recruitment of all staff and is invited to attend all trustee meetings.

#### **Pay policy for senior staff**

Reference is made to applicable pay scales within the state sector on appointment. Consideration is also given to experience and skills, and prevailing market rates. After appointment the remuneration is reviewed annually, taking into account performance. The judgement of performance is under-pinned by setting of objectives and review of achievement during the year.

#### **Risk Management**

The Trustees and staff team of the Trust have worked together to identify the major risks to which the charity is exposed, reviewed the current systems and policies that mitigate the risks and implemented a number of changes to further reduce the risks. The Trustees are committed to monitoring a risk register and to taking action (from a regularly reviewed action plan), constantly to improve the management of the trust for all its stakeholders. The trustees are satisfied that the major risks identified have been adequately mitigated where necessary. The risks identified include academic attainment, personnel matters, financial constraints, operational and market factors.

#### **Reserves Policy**

As at the 31<sup>st</sup> August 2019 the charity did not have any free reserves. The trustees and senior leadership team are looking at ways to resolve this position by making surpluses in the future. The forecast for 2019/20 shows a breakeven position and the Board look forward to returning to surpluses in 2021/22 onwards.

#### **Aims, Objectives and Principal Activities**

The objects of the School are specified in the Memorandum of Association. The principle activity of the Charity continued to be the provision of educational facilities at St Peter & St Paul School, Chesterfield. This is, however, set in the context of the broader goals we set for the School and its pupils. In setting our objectives and planning our activities Trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

The Aims of the St Peter and St Paul School Trust are to provide the best:

- Standard of Education
- Standard of Care
- Opportunities
- Preparation for life for pupils
- Investment for parents

## **Review of Activities and Achievements**

### Academic

The school continues to perform competitively versus local state primary schools and independent competitors who use SATs as an assessment marker. Our SATs results in 2019 were well above the national average, with the school performing at 10% above the national average in Key Stage 2. In 2018/19, the school introduced a rigorous standardised assessment programme (PiRA, PUMA and GAPS) to monitor the progress of all children and provide timely interventions where necessary. All children in Year 6 were awarded their first choice school. One child was awarded a scholarship in sport. The school introduced new schemes of work in English and Maths and SNAP, a programme to help with the identification of specific learning needs.

The Life Skills curriculum has been enhanced to promote the ongoing development of the whole person and through the rejuvenation of the House System, the school is developing skills such as teamworking, public speaking and social skills to develop a rounded and self-confident individual.

The curriculum continues to be reviewed on an ongoing basis to ensure that it is relevant and appropriate to our pupils and a development plan for further improvements is in place.

### Other activities

#### Music and Drama

Class Assemblies have been introduced for all year groups to help enhance the 'drama' and presentation skills of our children. Annual plays have been performed by all year groups for parents and a new drama activity has been introduced. The Junior School Choirs were invited to perform a lunchtime recital for the public at the 'Crooked Spire'. In addition, the children performed at the Chesterfield Royal Hospital as part of their Music Therapy for Healing programme. Our Music Captain was invited to perform the opening verse of 'Once in Royal David's City' at the Ashgate Hospice Christmas Service at the Central Methodist church in Chesterfield. The ABRSM Musical Theatre examination has been introduced, in addition to peripatetic teaching of the saxophone and clarinet. Over 50 children are now taking part in individual music lessons.

#### Sport

Sport continues to be a significant part of school life. All pupils have the opportunity to take part in rugby, football, netball, hockey, rounders, cricket, athletics, cross country and swimming on a competitive basis against other schools (both state and private). We also have a climbing wall on the premises. The school is looking to expand the sporting offering both in competition and with bringing into school professional sports coaches to work alongside our teaching staff. The school introduced the Swim England scheme throughout the school.

#### Life skills

Our unique life skill programme continues to develop to include a wider range of skills. Experts have worked with the children in bushcraft, water safety and water polo and orienteering. Children moved from the climbing wall at school to a local climbing centre to provide them with the extension they needed to develop their skills further. Children have worked on growth mindset, emotional well-being and team work and this will be further developed in 2019/20.



**The St Peter and St Paul School Trust**  
**Report of the trustees (including directors' report) for the year ended 31 August 2019**

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Facilities

Significant investment has continued to be made into the IT infrastructure of the school - the security has been upgraded throughout the school, WIFI black spots have been eliminated, a new server has been installed and a new IT-suite of laptops has been created in the Junior school. An iPad has been bought for the EYFS and is used by pupils on a regular basis.

Bursary Awards

Trustees view our Bursary awards as important in helping to ensure children from families who would otherwise not be able to afford the fees can access the education we offer. Our Bursary awards are available to all who meet our general entry requirements and are made on the basis of parental means or to relieve hardship where a pupil's education and future prospects would otherwise be at risk, for example in the case of redundancy. Bursary awards range from 5% to 50% remission of fees. Bursaries are awarded on an annual basis and are subject to an annual review. Our bursaries and scholarships comprise approximately 13% of our total fees. To underline the value we place on continuity for families we offer discounts where parents have more than one child at school.

The value of all bursaries in the year were £81,009 (2018: £63,002) and as a result we were able to support 19 (2018: 18) pupils through our bursary scheme.

Expenditure

Rigorous cost controls have again ensured that the finances of the school are in line with what is needed to ensure sustainability. Expenditure for 2019-20 and beyond remain tightly controlled and are at a level that will ensure continuity based on a minimum baseline of pupil numbers. Recent months have seen a significant increase in pupil numbers (growth of over 10%) and very healthy intake of numbers into reception class.

**Public Benefit**

The trustees are fully aware of their responsibilities under the Charities Act 2011 to demonstrate the public benefit provided. This is an area under constant review and will continue to be improved wherever this is possible without detracting from the objectives of the School.

St Peter & St Paul School is a charitable trust which seeks to benefit the public through the pursuit of its stated aims. The School benefits society by educating children from all backgrounds and intellectual abilities. The School is broadly non-selective by academic ability. Our fees are set at a level to ensure the financial viability of the School and at a level that is consistent with our aim of providing a first class education to boys and girls. As an equal opportunity organisation we are committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. We will make reasonable adjustment to meet the needs of staff or pupils who are or become disabled.

Access to the education we offer is not restricted to those who can afford our fees. We believe our pupils benefit from learning within a diverse community. A great deal of learning occurs through social interaction, conversation and shared experiences which help our pupils develop an understanding of the world around us. The trustees have always given consideration to applications from parents who are unable to pay full fees and this is formalised under the School's Bursary Scheme to ensure that education at St Peter and St Paul is made available to some pupils who would otherwise be unable to afford it.



## **The St Peter and St Paul School Trust**

### **Report of the trustees (including directors' report) for the year ended 31 August 2019**

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The trustees believe in the importance of the Schools' relationship and involvement with the local community. Pupils at our school are encouraged to become engaged with the community by supporting charities both local and national. We are actively involved in our local NHS hospital and the Crooked Spire Church and Parish.

During the year the school pupils took part in fundraising for Children in Need, Ashgate Hospice, Comic Relief, Chesterfield Food Bank, Operation Christmas Child and Bluebell Wood Children's Hospice. At these events, money was raised for a range of charities, our most successful being the raising of c£5k for Bluebell Wood Hospice through a range of a events throughout the year. In addition to raising money, the children have also supported the local community by singing at the Chesterfield Royal Hospital, Ashgate Hospice and the Crooked Spire. The school supported Chesterfield Festival of Trees.

In addition, school facilities are used by Children 1<sup>st</sup> Nursery in Chesterfield, other local community groups in the evenings and weekends. Holiday clubs are offered to children from SPSP throughout the year and the facilities have been rented throughout the summer by external providers. The school offers reduced rentals for charity groups.

#### **Volunteers**

Parents have been instrumental in raising funds for the school from events such as the Quiz night, Christmas Discos, Sports' Day and Scholastic Travelling Book Fairs. The Board would like to take this opportunity to thank all parents for their continuing and valuable support.

#### **Financial Review**

The school's financial year is set to coincide with the academic year, running from 1<sup>st</sup> September to 31<sup>st</sup> August each year. The accounts for the year ended 31<sup>st</sup> August 2019 are included below.

The school is self-financing; the only income being from fees paid by parents and hire charges for use of school building by other organisations. Our aim is not to produce a profit, but when any surplus is made, it will be used to fund the immediate and future operations of the school and any developments.

As an educational charity we receive tax exemption on our educational activities provided these are applied to our charitable aims. However, we are unable to reclaim VAT on our costs and as we are exempt for VAT purposes. In addition, we pay national insurance contributions as an employer.

This year the school educated 93 children. This saved the public purse £558,000 assuming an estimated cost of £6,000 per pupil for state education, and frees this amount for spending elsewhere in the public sector.

During the year, the school made a net deficit of £151,024 (2018:£98,177) and carried unrestricted funds forward of £309,026 (2018:£460,050).

#### **Going Concern**

The charity has made a deficit of £151,024 during the year and at 31 August 2019 had net current liabilities of £495,070. The trustees have taken steps to ensure costs are tightly controlled while increasing the revenue streams for the charity. The school continues to offer a breakfast club from 7.30, letting land and buildings in the evenings, weekends and over the school holidays. The Holiday Club for Children of the school during the school holidays continues



## **The St Peter and St Paul School Trust**

### **Report of the trustees (including directors' report) for the year ended 31 August 2019**

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to run successfully. The school is also working with local businesses who rent the premises. All these ventures will enhance revenue streams.

The charity has prepared detailed financial forecasts to August 2021 based on signed up pupil numbers and known costs. The latest management accounts show the financial results are in line with the charity's forecasted improved results. The cashflow forecasts shows the school can work within the available overdraft limit. The overdraft limit is in place until January 2021 and the trustees have no reason to believe this will not be renewed and extended if required.

After making appropriate enquiries, the trustees have a reasonable expectation that the school has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue 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 Accounting policies.

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

As with all schools CV19 turned our world upside down. The school closed its doors to children of non-frontline staff on 23rd March 2020 in line with government guidance. We immediately ensured cost savings wherever possible, including furloughing all non-essential staff. We responded quickly to lockdown with online lessons, regularly marked work and on-going support for all our children. We invested in programmes to optimise distance learning which we will continue to use post-CV19 to enhance our offering. Throughout the COVID lock down we have remained open for all children of frontline staff who attend our school and have also offered places to children of staff from our local hospital. In line with government guidelines we re-opened to Reception, Y1 and Y6 on 2nd June. We will continue to review further class group returns as the situation evolves and have extended the summer term by one additional week in order to optimise the learning opportunities for our children.

There has been no significant effect on the income of the school from CV19. Our school fees have remained stable. Our income from activities such as breakfast clubs, trips and other activities have reduced but there has been an associated reduction in costs of performing these activities and there has been an increase in income from the government furloughing scheme and from our provision for children of staff from our local hospital.

The Trustees intend to continue their current strategy of investing in high quality education for our pupils to build on current success. They intend to maintain the school's position in a competitive market by exploiting the school's continued improved performance in the Sunday Times survey and achieving a high standard of academic results whilst maintaining the depth of the education provided. Future plans include the 20/20 vision which aims to continue the improvement of the infrastructure of the school including classroom facilities for future pupils whilst improving standards for current pupils who benefit from investments made in the past. This includes both teaching spaces and sports facilities, together with IT improvements and play areas.

## **The St Peter and St Paul School Trust**

### **Report of the trustees (including directors' report) for the year ended 31 August 2019**

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#### **Trustees' responsibilities in relation to the financial statements**

The trustees (who are also directors of The St Peter and St Paul School Trust for the purposes of company law) are responsible for preparing the report of the trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).


Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit and loss of the company for that period. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP 2015 (FRS102);
- 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 financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping adequate records, which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees report was approved by the Trustees on 6 July 2020.

**By order of the Board**



**K Denton**  
Trustee



## **The St Peter and St Paul School Trust**

### **Independent Examiner's Report to the Trustees of The St Peter and St Paul School**

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I report to the charity trustees on my examination of the accounts of the company for the year ended 31 August 2019 which are set out on pages 10 to 24.

#### **Responsibilities and basis of report**

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

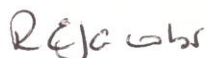
#### **Independent examiner's statement**

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Ruth Jacobs BSc FCA CTA  
Duncan Chartered Accountants  
The Workshop, Suite 5, Cherry Tree, Union Road  
Sheffield  
S11 9EF

8 JULY 2020

## The St Peter and St Paul School Trust

### Statement of financial activities for the year ended 31 August 2019 (incorporating an income and expenditure account)

	Note	Total funds 2019 £	As restated Total funds 2018 £
Income from:			
Donations and legacies	2	910	1,124
Charitable activities	3	815,866	814,859
Other trading activities	4	65,763	92,731
Total income		<u>882,539</u>	<u>908,714</u>
Expenditure:			
Charitable activities	5	1,033,563	1,006,891
Total expenditure		<u>1,033,563</u>	<u>1,006,891</u>
Net deficit before other recognised gains and losses and net movement in funds		(151,024)	(98,177)
Reconciliation of funds:			
Total funds brought forward		460,050	558,227
Total funds carried forward		<u>309,026</u>	<u>460,050</u>

The notes on pages 13 to 24 form part of these financial statements.



# The St Peter and St Paul School Trust

Balance sheet at 31 August 2019  
Company number 1838655

	Note	2019		2018	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9		1,139,817		1,153,277
<b>Current assets</b>					
Stock	10	13,636		18,841	
Debtors	11	58,000		55,026	
Cash at bank and in hand		855		107	
		<u>72,941</u>		<u>73,974</u>	
<b>Creditors: amounts falling due within one year</b>	12	567,561		400,250	
<b>Net current liabilities</b>			(495,070)		(326,276)
<b>Total assets less current liabilities</b>			<u>644,747</u>		<u>827,001</u>
<b>Creditors: amounts falling due After more than one year</b>	13		335,721		366,951
<b>Net Assets</b>			<u>309,026</u>		<u>460,050</u>
			=====		=====
<b>Funds</b>					
Unrestricted funds			309,026		460,050
			=====		=====

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved and authorised for issue by the Board on 6 July 2020 and signed on their behalf by:

Mrs K Denton  
Trustee



The notes on pages 13 to 24 form part of these financial statements.

# The St Peter and St Paul School Trust

## Statement of cash flows for the year ended 31 August 2019

		2018 £	2017 £
<b>Cash flow from operating activities</b>			
<b>Net cash used in operating activities</b>	See below	<u>(56,546)</u>	<u>(8,412)</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(2,121)	-
Proceeds on sale of tangible fixed assets		-	-
<b>Net cash used in investing activities</b>		<u>(2,121)</u>	<u>-</u>
<b>Cash flows from financing activities</b>			
Hire purchase repayments		(2,798)	(2,800)
Loan repayments		(23,850)	(22,959)
<b>Net cash used in financing activities</b>		<u>(26,648)</u>	<u>(25,759)</u>
 Change in cash and cash equivalents in the year		 (85,315)	 (34,171)
Cash and cash equivalents brought forward		(50,466)	(16,295)
Cash and cash equivalents carried forward	See below	<u>(135,781)</u>	<u>(50,466)</u>
 <b>Reconciliation of net movement in funds to net cash flow from operating activities</b>			
Net deficit for the year (as per statement of financial activities)		(151,024)	(98,177)
Depreciation charge		15,581	16,037
Profit on disposal of tangible assets		-	-
Decrease/(Increase) in stocks		5,205	744
Increase in debtors		(2,974)	(6,694)
Increase/(Decrease) in creditors		76,666	79,678
<b>Net cash provided by operating activities</b>		<u>(56,546)</u>	<u>(8,412)</u>
 <b>Analysis of cash and cash equivalents</b>			
Bank and Cash in hand		855	107
Overdraft repayable on demand		(136,636)	(50,573)
<b>Net cash and cash equivalents</b>		<u>(135,781)</u>	<u>(50,466)</u>



## **1 Accounting policies**

### **1.1 Basis of preparation of financial statements**

The charity constitutes a public benefit entity as defined by FRS102. The financial statements have been prepared in accordance with 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 (FRS102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Companies Act 2006 and UK Generally Accepted Practice.

The financial statements are prepared under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

### **1.2 Company status**

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

### **1.3 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 charity and which have not been designated for other purposes.

The charity currently has no restricted funds.

### **1.4 Going concern**

The charity has made a deficit of £151,024 during the year and at 31 August 2019 had net current liabilities of £495,070. The Trustees have taken steps to ensure costs are tightly controlled while increasing the revenue streams for the charity. The charity has prepared detailed financial forecasts to August 2021 based on signed up pupil numbers and known costs. The latest management accounts show the financial results are in line with the charity's forecasted results. The cashflow forecast shows the school can work within the available overdraft limit. The overdraft limit is in place until January 2021 and the trustees have no reason to believe this will not be renewed.

Based on the above the trustees believe it is appropriate to prepare the accounts on a going concern basis.

**1 Accounting policies (continued)**

**1.5 Income recognition**

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

Income from charitable activities consists of fee charges billed, on a termly basis, less bursaries and other discounts. Fees are recognised in line with the term to which they relate. It also includes income from school trips, music lessons and school clubs.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are any conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Income from trading activities includes income from the shop uniform shop, breakfast and holiday clubs and rent to raise funds for the charity. Income is received in exchange for supplying goods or services in order to raise funds and is recognised when entitlement has occurred.

Interest income is recognised as the charity's right to receive payment is established.

**1.6 Expenditure recognition**

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.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity.

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

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

All expenditure is inclusive of irrecoverable VAT.



## **The St Peter and St Paul School Trust**

Notes forming part of the financial statements for the year ended 31 August 2019  
(Continued)

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### **1. Accounting policies (Continued)**

#### **1.7 Tangible fixed assets and depreciation**

Items costing more than £500 are capitalised, amounts less than this may be capitalised if part of a specific project.

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

Tangible fixed assets are stated at cost or valuation, net of depreciation and any provision for impairment. Freehold land and buildings are depreciated to reduce the value in the accounts to residual value over its estimated useful life. Based on this residual value, no depreciation is currently charged on land and buildings. Depreciation on other tangible fixed assets is calculated in order to write off the cost of each asset, less their estimated residual value, over its estimated useful life using annual rates as follows:

Temporary buildings	- over 15 years straight line
Furniture and fittings	- 15% reducing balance
Computer	- 25% reducing balance

As permitted under FRS102, the charity has elected not to adopt a policy of revaluation of tangible fixed assets. The charity will retain the book valuation of the land and buildings based on historical cost.

#### **1.8 Operating lease rentals**

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

#### **1.9 Hire purchase**

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease are depreciated over the shorter of the lease term and their useful lives. Assets acquired by hire purchase are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the company. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the Statement of Financial Activities on a straight line basis over the period of the agreement.

## **The St Peter and St Paul School Trust**

### **Notes forming part of the financial statements for the year ended 31 August 2019 (Continued)**

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#### **1. Accounting policies (Continued)**

##### **1.10 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Costs includes all direct costs.

##### **1.11 Debtors**

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

##### **1.12 Cash at bank and in hand**

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

##### **1.13 Liabilities and provisions**

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

##### **1.14 Financial instruments**

The charity has only financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.



# The St Peter and St Paul School Trust

Notes forming part of the financial statements for the year ended 31 August 2019  
(Continued)

## 1 Accounting Policies (continued)

### 1.15 Employee benefits

#### Defined contribution pension scheme

The School contributes to a defined contribution pension scheme for the benefit of the salaried non-teaching employees. The pension costs charged against net incoming resources are the contribution payable to the scheme in respect of the accounting period in accordance with FRS102.

#### Defined benefit scheme

The School participates in the Teachers' Pension Scheme (England and Wales) ("the TPS"), for its teaching staff. This is a multi-employer defined benefit pension scheme and it is not possible or appropriate to consistently identify the liabilities of the TPS which are attributable to the School. As required by FRS102, the School accounts for this scheme as if it were a defined contribution scheme and therefore, the pension costs are charged in the statements of financial activities are the contributions payable to the scheme in respect of the accounting period.

#### Termination benefits

Termination benefits are employee benefits payable as a result of the School's decision to terminate an employee's employment before the normal retirement date.

	2019 £	2018 £
<b>2 Income from donations and legacies</b>		
Donations and legacies	910	1,124
	<hr/>	<hr/>
<b>3 Income from charitable activities</b>		As restated
Fee income	816,938	812,405
Discounts and bursaries	(81,009)	(63,002)
Fees for other activities	79,937	65,456
Net fees	<hr/> 815,866 <hr/>	<hr/> 814,859 <hr/>
<b>4 Other trading activities</b>		As restated
Income from school uniform shop	13,613	16,077
Rent received	40,235	45,091
Fundraising events	3,253	18,796
Holiday and breakfast clubs	8,662	12,767
	<hr/> 65,763 <hr/>	<hr/> 92,731 <hr/>

# The St Peter and St Paul School Trust

Notes forming part of the financial statements for the year ended 31 August 2019  
(Continued)

5	Expenditure on charitable activities	2019	As restated 2018
		£	£
	<b>Costs of running the school</b>		
	Teaching staff costs	507,939	425,419
	Staff training and welfare	2,893	6,673
	Disbursements	46,727	51,869
	Event costs	1,988	12,352
	Uniform shop purchases	8,924	7,697
	Rent, rates and water	12,021	18,411
	Grounds costs	567	1,917
	Light and heat	24,636	23,812
	Insurance	15,564	14,848
	Repairs, renewals and cleaning	17,358	15,051
	Telephone	3,011	3,073
	Subscriptions and journals	7,440	2,747
	Software licences and maintenance	6,940	11,129
	Professional fees	23,524	19,784
	Postage and stationery	6,967	6,621
	Advertising and marketing	3,628	9,512
	Sundries	282	1,208
	Lease and hire of equipment	9,719	7,582
	Lease of minibus	10,820	9,876
	Motor expenses	2,721	3,515
	Kitchen supplies	26,973	29,557
	Books and classroom materials	18,179	32,269
	Bad debts	16,235	8,231
	Bank charges	10,684	4,035
	Loan interest	16,640	17,563
	Hire purchase interest	644	644
	Depreciation	15,581	16,037
		<u>818,605</u>	<u>761,432</u>
	Share of support costs (see note 6)	186,928	216,898
	Share of Governance costs (see note 6)	28,030	28,561
		<u>1,033,563</u>	<u>1,006,891</u>
		=====	=====

6	Support Costs	Support Costs	Governance Costs	2019	2018	Basis of allocation
		£	£	£	£	
	Salaries, wages and related costs	186,928	25,743	212,671	243,259	Allocated on Time Governance
	Independent examiner fees	-	2,287	2,287	2,200	
		<u>186,928</u>	<u>28,030</u>	<u>214,958</u>	<u>245,459</u>	
		=====	=====	=====	=====	



## The St Peter and St Paul School Trust

Notes forming part of the financial statements for the year ended 31 August 2019  
(Continued)

### 7 Corporation tax

The charity is exempt from tax on income and gains falling within sections 466 to 493 Corporation Tax Act 2010 or section 256 Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 8 Staff costs

	2019 £	2018 £
Analysis of staff costs:		
Salaries	552,209	518,713
National insurance	41,907	41,455
Agency staff	77,982	60,890
Pension costs	48,512	47,620
	<u>720,610</u>	<u>668,678</u>
	=====	=====

No directors, who are also the trustees, received any remuneration in the year. The directors did not receive any reimbursement for expenses in the year. The company pays for indemnity insurance for the trustees as part of its overall insurance cover. The annual premium is included in the commercial combined policy premium.

Key management personnel comprise of the senior management team. The total pay and employee benefits for the senior management team are £209,820 (2018: £182,372).

In respect of employees' emoluments exceeding £60,000, no employee emoluments (excluding pension contributions) were in the range £60,000 - £70,000 (2018: 1). Pension contributions of £nil (2018: £7,366) were made for these employees.

The average number of employees:

	2019		2018	
	Full Time	Part Time	Full Time	Part Time
Teachers	8	3	7	3
Other staff	8	10	8	9
	<u>16</u>	<u>13</u>	<u>15</u>	<u>12</u>
	=====	=====	=====	=====

The average number of employees as a full time equivalent:

	2019	2018
Teachers	10	9
Other staff	12	12
	<u>22</u>	<u>21</u>
	=====	=====

## The St Peter and St Paul School Trust

Notes forming part of the financial statements for the year ended 31 August 2019  
(Continued)

### 9 Tangible assets

	Freehold land and buildings £	Temporary buildings £	Fixtures and equipment £	Computers £	Total £
<i>Cost</i>					
At 1 September 2018	1,073,166	120,317	175,343	63,916	1,432,742
Additions	-	-	2,121	-	2,121
Disposals	-	-	-	-	-
At 31 August 2019	1,073,166	120,317	177,464	63,916	1,434,863
<i>Depreciation</i>					
At 1 September 2018	-	56,148	160,156	63,161	279,465
Provided for the year	-	8,021	6,806	754	15,581
Disposals	-	-	-	-	-
At 31 August 2019	-	64,169	166,962	63,915	295,046
<i>Net book value</i>					
At 31 August 2019	1,073,166	56,148	10,502	1	1,139,817
	=====	=====	=====	=====	=====
At 31 August 2018	1,073,166	64,169	15,187	755	1,153,277
	=====	=====	=====	=====	=====

Included in fixtures and equipment are assets held under hire purchase contracts totalling £6,718 (2018: £9,237). Depreciation of £2,519 (2018: £2,519) in relation to this asset is included in the depreciation charge in the SOFA.

	2019 £	2018 £
<b>10 Stocks</b>		
Goods held for resale	13,636 =====	18,841 =====
<b>11 Debtors</b>		
Trade debtors	47,052	42,804
Other debtors and prepayments	10,948	12,222
	58,000 =====	55,026 =====



## The St Peter and St Paul School Trust

Notes forming part of the financial statements for the year ended 31 August 2019  
(Continued)

<b>12</b>	<b>Creditors: amounts falling due within one year</b>	<b>2019</b>	<b>2018</b>
		<b>£</b>	<b>£</b>
	Bank loan and overdrafts (secured see note 14)	161,089	74,343
	Trade creditors	19,836	26,518
	Hire purchase contracts (secured see note 14)	2,799	2,799
	Other taxation and social security	15,665	9,575
	Other creditors	9,621	18,869
	Accruals	55,423	61,339
	Deferred income - fees paid in advance	303,128	206,807
		<u>567,561</u>	<u>400,250</u>
		=====	=====
<b>13</b>	<b>Creditors: amounts falling due after more than one year:</b>	<b>2019</b>	<b>2018</b>
		<b>£</b>	<b>£</b>
	Bank loan (secured - see note 14)	309,438	333,971
	Hire purchase contracts (secured - see note 14)	2,333	5,131
	Other creditors	23,950	21,600
	Deferred income - fees paid in advance	-	6,249
		<u>335,721</u>	<u>366,951</u>
		=====	=====
	An analysis of maturity of debt is as follows:		
	Repayable in more than one year but not more than two years:		
	Bank loan	24,453	24,453
	Hire purchase	2,333	2,799
	Other creditors	2,100	2,750
	Deferred income - fees paid in advance	-	6,249
	Repayable between two and five years:		
	Bank loan	81,470	78,156
	Hire purchase	-	2,332
	Other creditors	21,850	18,850
	Repayable in more than five years:		
	Bank loan	203,515	231,362
		<u>335,721</u>	<u>366,951</u>
		=====	=====

## The St Peter and St Paul School Trust

Notes forming part of the financial statements for the year ended 31 August 2019  
(Continued)

### 14 Financial commitments and details of indebtedness

The variable rate mortgage loan is repayable over 25 years from October 2005 at 1.75% over Lloyds Bank base rate. The fixed rate mortgage loan of £250,000 is repayable over 19 years at a fixed rate of 5.935%

The loan and the bank overdraft are secured on the assets of the Trust and in particular on Brambling House.

Hire purchase contracts are secured on the assets to which they relate.

Included in Deferred income - fees paid in advance are amounts secured by debenture as follows:

	2019 £	2018 £
Creditors: amounts falling due within one year	6,249	6,249
Creditors: amounts falling due in more than one year	-	6,249
	<u>6,249</u>	<u>12,498</u>
	=====	=====

### 15 Deferred income

Deferred income at 1 September 2018	213,056	150,894
Resources deferred during the year	296,879	206,807
Amounts released from previous years	(206,807)	(144,645)
	<u>303,128</u>	<u>213,056</u>
	=====	=====

Disclosed as:

Creditors: amounts falling due within one year	303,128	206,807
Creditors: amounts falling due in more than one year	-	6,249

### 16 Operating lease commitments

At 31 August 2019 the Trust was committed to making the following payments under other operating leases as follows:

	2019 £	2018 £
Operating leases which expire:		
Within 1 year	20,097	20,325
Within 2 to 5 years	27,109	47,206
	<u>47,206</u>	<u>67,531</u>
	=====	=====



## **The St Peter and St Paul School Trust**

Notes forming part of the financial statements for the year ended 31 August 2019  
(Continued)

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### **17 Related party transactions**

During the year seven trustees (2018: nine trustees) had a total of eight children (2018: fourteen children) attending the school. Their fees were charged on the same basis available to any other children attending the school. The total fees charged to trustees were £86,180 (2018: £90,717). No bursaries were made available for children of trustees (2018: none).

The senior management team had a total of one child (2018: two children) attending the school. The total fees charged to the senior management team were £1,572 (2018: £4,454). Discounts on school fees provided to the senior management team during the year totalled £7,086 (2018: £13,363). These discounts are in line with school policy.

During the year the school purchased services totalling £2,757 (2018: £nil) from Take One, an organisation of which the wife of Mr D Welch, (trustee until 4 May 2019) is a partner. During the year the school purchased services totalling £53 (2018: £60) from W G Pollard Limited, a company of which Mr P Pollard is a director.

During the year two trustees made interest free loans to the charity totalling £60,000 in order to provide additional working capital. These loans were repaid within the year.

### **18 Pension Obligations**

The School participates in the Teachers' Pension Scheme ("the TPS") for its teaching staff. The pension charge for the year includes contributions payable to the TPS of £45,065 (2018: £25,806) and at 31 August 2019 £3,646 (2018 - £1,471) was accrued in respect of contributions to this scheme.

The TPS is an unfunded multi-employer defined benefits pension scheme governed by The Teachers' Pensions Regulations 2010 (as amended) and The Teachers' Pension Scheme Regulations 2014 (as amended). Members contribute on a "pay as you go" basis with contributions from members and the employer being credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

The employer contribution rate is set by the Secretary of State following scheme valuations undertaken by the Government Actuary's Department. The most recent actuarial valuation of the TPS was prepared as at 31 March 2016 and the Valuation Report, which was published in March 2019, confirmed that the employer contribution rate for the TPS would increase from 16.4% to 23.6% from 1 September 2019. Employers are also required to pay a scheme administration levy of 0.08% giving a total employer contribution rate of 23.68%.

The 31 March 2016 Valuation Report was prepared in accordance with the benefits set out in the scheme regulations and under the approach specified in the Directions, as they applied at 5 March 2019. However, the assumptions were considered and set by the Department for Education prior to the ruling in the 'McCloud/Sargeant case'. This case has required the courts to consider cases regarding the implementation of the 2015 reforms to Public Service Pensions including the Teachers' Pensions.

**18 Pension Obligations ( continued)**

On 27 June 2019 the Supreme Court denied the government permission to appeal the Court of Appeal's judgment that transitional provisions introduced to the reformed pension schemes in 2015 gave rise to unlawful age discrimination. The government is respecting the Court's decision and has said it will engage fully with the Employment Tribunal as well as employer and member representatives to agree how the discriminations will be remedied.

The TPS is subject to a cost cap mechanism which was put in place to protect taxpayers against unforeseen changes in scheme costs. The Chief Secretary to the Treasury, having in 2018 announced that there would be a review of this cost cap mechanism, in January 2019 announced a pause to the cost cap mechanism following the Court of Appeal's ruling in the McCloud/Sargeant case and until there is certainty about the value of pensions to employees from April 2015 onwards.

In view of the above rulings and decisions the assumptions used in the 31 March 2016 Actuarial Valuation may become inappropriate. In this scenario, a valuation prepared in accordance with revised benefits and suitably revised assumptions would yield different results than those contained in the Actuarial Valuation.

Until a remedy to the discrimination conclusion has been determined by the Employment Tribunal it is not possible to conclude on any financial impact or future changes to the contribution rates of the TPS. Accordingly, no provision for any additional past benefit pension costs is included in these financial statements.

In addition to the above contributions of £3,447 (2018: £21,814) were made to a separate defined contribution scheme in relation to other staff. At 31 August 2019 £748 (2018: £1,123) was accrued in respect of contributions to this scheme.

**19 Prior year adjustment**

The charity has chosen to show income from breakfast and holiday clubs for the year ended 31 August 2018 as other trading income to more accurately reflect the nature of the transactions. It has also reanalysed disbursement costs which were incorrectly deducted from income in the year. This has resulted in an increased in income of £51,869 and an increase in expenditure on charitable activities of £51,869 for the year ended 31 August 2018. There is no effect on the result for the year.

**20 Status**

The Company is incorporated under the Companies Act 1985 as a private company limited by guarantee and not having a share capital. It is recorded in the Central Register of Charities as Number 516113. There is no overall controlling party.