

Charity registration number 1142325

Company registration number 07577822 (England and Wales)

BOWDON PREPARATORY SCHOOL
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

BOWDON PREPARATORY SCHOOL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs J Duschenes	
	Dr H Zhao	
	Dr N Tighe	
	Mr G Hemming	
	Mr G Lines	
	Ms W Littman	
	Mr N Edwards	
	Mrs A Stewart	
	Ms E Hussain	
	Ms R Murphy	
	Mrs M Kawasaki	(Appointed 23 June 2023)
	Dr X Wang	(Appointed 6 February 2023)
Secretary	Ms K Pheasant	
Charity number	1142325	
Company number	07577822	
Registered office	Ashley Road Altrincham Cheshire WA14 2LT	
Auditor	DJH Mitten Clarke Audit Limited Bridge House Ashley Road Hale Altrincham WA14 2UT	

BOWDON PREPARATORY SCHOOL

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BOWDON PREPARATORY SCHOOL

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT)

FOR THE YEAR ENDED 31 AUGUST 2023

The trustees present their annual report and financial statements for the year ended 31 August 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Reference and administrative information

Reference and administrative details are shown in the schedule of company information on the first page of the financial statements.

The trustees

The trustees who served the company during the period were as follows:

Mrs J Duschenes
Dr H Zhao
Dr N Tighe
Mr G Hemming
Mr G Lines
Mrs E Howard (resigned 12 February 2024)
Ms R Murphy
Ms W Littman
Mr N Edwards
Mrs A Stewart
Ms E Hussain
Dr X Wang (appointed 6 February 2023)
Mrs M Kawasaki (appointed 23 June 2023)

Structure, governance and management

The Governors, who are also the charity trustees, are responsible for the overall management and control of Bowdon Preparatory School and meet in full at least four times a year. The work of implementing most of their policies is carried out by the Headmistress and the Senior Management Team. The Business Committee, which also meets at least four times a year, works under the chairmanship of a Governor appointed at the first Governors' meeting each academic year. The Bowdon Preparatory School Bursar is responsible for coordinating the work of the Governors and their Committees.

Organisational management

The Directors determined the general policy of the School. The day-to-day running of the School was delegated to Mrs Gee, supported by senior educational staff. Mrs Gee undertook the key leadership role, overseeing educational, pastoral and administrative functions. The day-to-day administration of the School was undertaken within the policies and procedures approved by the Directors. Mrs Gee attended all Directors' meetings and oversaw the recruitment of all education and other staff.

Risk management

The Directors were collectively responsible for overseeing the risks faced by the School. Detailed considerations of risk were considered by sub-groups of the Directors and day-to-day operations were delegated to appropriate staff at the School. Risks were identified and assessed and controls were established throughout the year, and steps were taken to mitigate risks, including insurance cover where appropriate.

Risks were managed under the headings of:

- (a) Health & Safety, Safeguarding/Child protection
- (b) Property/Buildings
- (c) Education/Teaching
- (d) Financial Sustainability Governance & Management
- (e) Human Resources/Employment.

BOWDON PREPARATORY SCHOOL

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 AUGUST 2023**

Through the risk management processes, the Directors were satisfied that the major risks identified had been adequately mitigated where necessary. It was recognised that systems can only provide reasonable but not absolute assurance that major risks had been adequately managed. The key controls include formal agendas for board meetings, minutes of all meetings and follow-up action points, and formal written policies.

Director recruitment and training

Directors were appointed at the full Directors' meetings by the existing Directors.

The Board of Directors required breadth and depth of experience to carry out its duties effectively and efficiently. When recruiting new Directors, as well as appropriate skills and experience, the Directors sought people with a high commitment to the School's ethos. The Directors are looking for additional officers to add to the skills of the existing board and are likely to seek to make further appointments in the coming school year.

Group structure and relationships

The School's activities and trading performance are included in these accounts. The School has no subsidiaries but benefits from the generosity of an active Parent Teacher Association (The BPS Society) whose support is greatly appreciated and acknowledged.

The School and its community benefit greatly from the work of the BPS Society, through fundraising events that finance enrichment activities and opportunities for the pupils and also strengthen the School's ethos through the family community events.

Our parents helped with many community projects and fundraising activities

- Running a second-hand uniform shop
- Organising Christmas discos for all year groups including fund-raising activities
- Organising whole school Hallowe'en parties
- Funding playground equipment and games markings
- Funding PE and music & drama travel
- Funding Christmas treats
- Funding a Quidditch day for the Prep pupils
- Funding a Viking Workshop for Pre-Prep pupils
- Funding a Science Day and Planetarium for all pupils
- Funding the Year 6 Leavers Party
- Supplying Easter Eggs for all pupils
- Supporting at B-Fest and Sports Day

Objectives and activities

Our aims

The School operates under the terms of the Memorandum and Articles of Association. The Objects of the School, as defined in the Articles, are the advancement of education for the public benefit at Altrincham in Cheshire, through an independent preparatory school for girls and boys, in which pupils are taught the duties and doctrines of Christianity. The School is non-selective. Although the Objects allow for the education of boys, there is no intention of doing so at the present time and the school remains committed to girls rather than mixed education.

We aim, through the Pre-Prep and Prep Departments, to provide an excellent education to girls aged 3-11. We seek to enable the attainment of the highest academic levels, through an academic curriculum and attentive pastoral care, whilst promoting the physical, moral and social development of pupils. Pupils are encouraged to benefit from the extra-curricular programme providing opportunities for creativity and self-expansion.

Our objectives

Our objectives reflect the educational aims and the ethos of the School. With academic success comes choice. We are committed to producing well-balanced, rounded and confident individuals. The Directors have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee charging.

BOWDON PREPARATORY SCHOOL

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Our key objectives for the year were:

1. To maximise pupils' intellectual growth and achievements to secure effective transition and future success, in particular by
 - a. Maintaining the highest quality provision consistently ensuring excellent standards of teaching and learning
 - a. Enhancing the well-being of the whole school community
2. To ensure sustainability and development of the school, in particular by building pupil numbers

Our ethos, strategy and policies

Our ethos can be summed up as a school that enables each pupil to achieve their potential, identifying and building on their areas of strength, be they academic, sporting, artistic or other. Our vision is to empower girls to believe in themselves, and to persevere and succeed in all that they do. All pupils are encouraged to adopt the traditional values of hard work, self-discipline and respect for others.

The Company is a registered charity that seeks to benefit the public through the pursuit of its stated aims.

Policies:

- Our school welcomes pupils from all backgrounds. Entrance interviews and assessments are undertaken to satisfy ourselves and parents that potential pupils would benefit from the educational offer and supportive environment that the School provides. An individual's economic status, ethnicity, race, religion or disability does not form part of the assessment processes.
- We are an equal-opportunity organisation and are committed to a working environment that is free from any form of discrimination on grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability.
- Our school is committed to safeguarding and promoting the welfare of pupils and requires all staff and volunteers to share this commitment. Parents are given regular feedback on their children's social and academic progress through regular parents' evenings and written reports. In addition, our staff maintain informal contact with parents as required.
- Our school is committed to ensuring that access to the education that we offer is not restricted to those who can afford our fees. The funds of the School need to be built up first, but several bursaries have been made to relieve hardship where a pupil's education would be at risk owing to, for example, business failure or redundancy. In assessing means, we took into account a number of factors, including family income, savings, assets and investments, and dependent relatives. The School does not, however, have a capital endowment and we have to be careful to maintain a balance between fee-paying parents, many of whom made considerable sacrifices to pay fees, and those who benefit from awards. The Bursary awards ranged from 10% to 100% remission of fees. Details of how to apply are included in information packs provided to parents applying to the School. The success of our Bursary Scheme is explained in our review of activities and achievements below.
- The school also offers discounts where parents have more than one child at the School, which we believe assists larger families' access to our school.
- We seek to attract and retain high-calibre staff; there is a contributory pension scheme available to all staff, both teaching and non-teaching.

BOWDON PREPARATORY SCHOOL

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

Review of activities and achievements for the year

Review of activities

Public benefit

Bursaries/family support

- Bursaries have been provided during the year
- Three morning clubs are available – namely Wake up Shake up, Workout and Story Time
- Afterschool club is offered, along with at least two activity clubs each night – attendances at the clubs are high
- Late pick-up provision at no charge
- Staff training to support vulnerable families
- Wellbeing provision for pupils
- Holiday Club is offered for all half-term and full holidays for pupils and non-pupils aged 3-11
- Support for displaced families following closure of local girls' prep school. This required recruitment of additional staff, primarily from the closing school, and conversion of classrooms to enable additional classes in years 5 & 6 for 2023/24

Extra-curricular local involvement

Fundraising – The school supported the following charities:

In house:

- Save the Children - £817
- British Legion Poppy Appeal - £452
- Comic Relief - £586
- Jeans for Genes - £353
- Breast Cancer Awareness - £767

General:

- Trafford South Food Bank – donation of harvest food
- Oasis Academy Harper Mount – Donation of library books
- Litter pick by Year 3
- Street performance of Shakespeare monologues in Altrincham

Career support and professional development

Support of two staff members to access teacher and TA training (funding and mentoring)

Facilities

- Rental of the school by Stagecoach Performing Arts School, Premier Sabre Academy and Dance Yourself Fit

Achievements for the year

The School was very proud to receive a rating of excellent in all areas following an Independent Schools Inspectorate visit in November 2022. This reflected the highly effective partnerships between pupils, staff and parents and is something we strive to build upon.

Pastoral care

The effects of the pandemic continued to endure with many pupils in need of significantly more pastoral support. As a result, we took the following action:

- CPD devoted to pupil mental health and wellbeing
- Staff received training in Enhancing Therapeutic Provision and supporting pupils with Mental Health problems
- Identified how many potential pupils needed support and how much
- Promoted SEMH & mindfulness within the classroom
- Improved the provision of information for parents so they could seek support, guidance and advice if they had concerns about their children, including weekly information events
- Incorporated wellbeing into weekly class/assembly sessions

BOWDON PREPARATORY SCHOOL

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

- Continued to develop pupil voice and pupil leadership.
- Introduction of CPOMS system to support recording and monitoring of safeguarding concerns and pastoral issues
- Restorative practice training of all teaching and pupil support staff
- Staff training and development to support pupils with SEN: Focus on adapting re multi-sensory teaching
- Access to ICT in classrooms
- Focus on safety and safeguarding education

Teaching and learning

We were able to return fully to a normal operating pattern at the start of the year.

In summary:

- A full review of SMSC/Curriculum plans undertaken with subject leaders embedding aspects within their own curriculum plans
- Introduced and embedded Little Wandle phonics and reading scheme throughout Lower School
- During each term, Year 5 girls were offered four before-school sessions per week to sharpen skills and support development of comprehension, verbal reasoning, general maths, and non-verbal reasoning. These took place in focused groups, which were appropriate to the children's pace of learning.
- A strong focus was placed on identifying perceived and actual gaps in learning, and building confidence in their own ability for English and Maths by using CEM testing and teaching children individually, or in small, focused learning groups, to ensure optimum progress for all the girls
- Reading recovery was put in place, where necessary, to aid phonic development and comprehension from Y1-6, and Y3-6 received high-quality specialist teaching sessions in the library, where discussion of novels improved higher-level reading skills further
- Investment in additional resources to support rapid progress in reading in year 5
- We ran residential trips for all pupils in Prep
- Higher profile of current affairs in Prep had a positive impact on pupil personal and social development
- Further development of AI resources (Century Tech) and introduction of additional digital learning resources in SeeSaw to support learning, particularly English and maths, across the school
- One of the highlights of the year was the successful achievement and renewal of our Primary Science Quality Mark status. PSQM is recognised by Ofsted and other organisations in science education as an effective vehicle for whole school improvement in science
- Recruitment of outstanding and inspiring teachers and support staff.
- Bronze certification for SEQM (Space education quality mark) demonstrating high standard of implementation

Success and achievements

We were very proud of the girls' academic achievements during the year, in particular:

- Attainment of Year 6 leavers: 69% in top 25%, 31% in top 5% and 13% in top 2% of all pupils nationally
- 94% of Year 6 leavers receiving offers at selective senior schools
- Academic – National bronze award in mathematics
- In the UKMT Junior Maths Challenge for Year 6, out of 24 entries we achieved 3 silver and 14 bronze certificates
- We entered the First Maths Challenge (aimed at Years 3 and 4) for the first time. Of 41 entries in Y4 we achieved 7 gold, 23 silver and 10 bronze certificates. Twelve Y3 girls entered, achieving 1 gold, 10 silver and 1 bronze certificates.

As well as its academic excellence, the school is proud of its record in encouraging its pupils to get involved in the wider opportunities and to aim high. These activities are numerous and extensive. Some of the highlights were:

- ISA U11 Regional Champions for the third year running and back-to-back ISA National Netball Champions for 2022 & 2023
- 3 pupils represented Bowdon Prep at the ISA National Cross-Country Championships
- Greater Manchester Finalists in the mixed lacrosse tournament and through to National Finals (the National event did not take place)
- Champions with Altrincham Prep School for Boys in the Trafford Sports Athletics Competition
- Hosted the ISA Regional Dance Festival for the fourth time - Year 2 and Year 6 finished as Runners Up in their respective categories
- Hosted the first U10 Regional Netball Competition - Runners Up

BOWDON PREPARATORY SCHOOL

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

- U9 ISA Regional Netball Bronze Medalists
- Achieved the Platinum School Games Mark for commitment to school sport and competition
- LAMDA - Year 3 to Year 6: 42 distinctions, 5 merits
- Mini B-Fest and B-Fest providing an opportunity for all pupils to perform to an audience
- Year 3 waxworks
- Year 5 & 6 production of 'Shrek, the Musical' at the Garrick Theatre – 1 matinee and 2 evening performances

Pupil numbers and fees

Our educational activities were carried out through our Prep Reception and Prep Year 1– 6 Departments.

The average number of pupils at the School during the year was as follows:

	2023	2022
Pre-Preparatory	48	52
Preparatory	226	230
Total	274	282

Our fee increase in September 2023 was 10%. Our fees for the year to August 2024 before the deduction of any bursaries or discounts are £3,297 per term.

Public benefit

In setting its aims, the Governors have carefully considered and complied with the duty in section 4 of the Charities Act 2011 to have due regard to the Charity Commission's published general guidance on public benefit and, in particular, to the guidance on the advancement of education and fee charging. The School fulfils its public benefit requirement in various ways, including:

(a) Bursaries – the School operates bursaries to four children ranging from 10% to 100% for pupils who would otherwise be unable to take up a place. There is no current bursary fund and the bursaries need to be paid out of the income achieved for the year. The School must balance the awarding of bursaries against the long-term sustainability of the School in general. Where possible, the School will award bursaries in cases of hardship and especially to children who will benefit and flourish from the environment the School has to offer. Bursaries are offered only to existing pupils and that forms part of the bursaries policy.

(b) Facilities – All the external school club providers are allowed to use the school facilities free of charge. In addition, the school rents out parts of the premises out of hours to local community organisations.

(c) Volunteers – parents of pupils helped with various activities at the School, including the Christmas fair, and the Governors would like to express their gratitude for the continuing and valuable support.

Financial review and results for the year

1. Operating performance overview – the School reported a surplus of £52,530 after a £9,981 contribution to the bursary fund. The School has no current debt, and maintains strong cash reserves.

2. Numbers – the School, like other preparatory schools, faces considerable pressure on roll numbers, owing to the competitive environment, general downward trend in demographic numbers and the cost of living crisis. The Governors are not complacent about the need to carefully monitor cash flow and expenditure in this environment. That said, the school is at capacity in a number of year groups. This is thanks to the hard work of Mrs Gee and all the staff at the school, in particular, supporting a high number of displaced families following the closure of Loreto Preparatory School for Girls in July 2023.

3. Income – total fee income of £2,377,337 has been achieved this year.

BOWDON PREPARATORY SCHOOL

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

4. Expenditure – whilst there have been a number of material increases in expenditure this year, the careful control of expenditure has meant that overall resources expended increased by just under 9%. The average number of staff increased from 67 to 69, whilst total staff costs rose by 5.5% to £1.91m. We remain focused on keeping costs under tight control and in line with budget projections.

5. Reserves policy – the School has invested in upgrading its buildings and facilities, but it has no free unrestricted reserves. The Governors wish to build up a capital fund for use should parts of the building fail, although this requirement is being carefully balanced with the more immediate educational needs of the school.

6. Investment policy and objectives – the Memorandum and Articles of Association authorise the Governors to make and hold investments and to operate an overdraft facility and take loans. At present, the Governors have not needed to run an overdraft or take out any such loan. At present, the Governors consider they have sufficient cash reserves for emergency requirements.

Plans for future periods

Future plans – the School's current financial and premises plans continue to be reviewed by the Governors. The key objectives for the coming year are to:

- Further develop our ICT strategy to make use of effective technologies and have robust filtering and monitoring software in place for all IT devices
- Continue to develop Teaching and Learning to ensure learning fully challenges and supports all pupils to reach targets
- Further enhance English and maths provision throughout the school
- Further develop pupil and parent voice to develop and improve Teaching and Learning
- Review and develop the PSHE& RSE provision
- Extend and develop pupil leadership across the school
- Increase capacity to improve wellbeing
- Strengthen links with local nurseries
- Upgrade of all fire doors over a 24-month period
- Investigate, cost and plan premises developments to create flexible learning and work-spaces

Auditor

In accordance with the company's articles, a resolution proposing that DJH Mitten Clarke Audit Limited be reappointed as auditor of the company will be put at a General Meeting.

Disclosure of information to auditor

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The trustees' report was approved by the Board of Trustees.



Mrs J Duschenes
Chair of Trustees

Date: 12.3.24

BOWDON PREPARATORY SCHOOL

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 AUGUST 2023

The trustees, who are also the directors of Bowdon Preparatory School for the purpose of company law, are responsible for preparing the Trustees' Report 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the Board of Trustees



.....
Mrs J Duschenes
Chair of Trustees

Date: 12. 3. 24

BOWDON PREPARATORY SCHOOL

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF BOWDON PREPARATORY SCHOOL

Opinion

We have audited the financial statements of Bowdon Preparatory School (the 'charity') for the year ended 31 August 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including 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 2023 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 charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

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

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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.

BOWDON PREPARATORY SCHOOL

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF BOWDON PREPARATORY SCHOOL

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity 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 charity'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.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

This report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

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

This report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

DJH Mitten Clarke Audit Ltd.

Candice Beynon FCCA (Senior Statutory Auditor)
for and on behalf of DJH Mitten Clarke Audit Limited

12/3/2024

Chartered Accountants
Statutory Auditor

Bridge House
Ashley Road
Hale
Altrincham
WA14 2UT

BOWDON PREPARATORY SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2023

		Unrestricted funds 2023 £	Unrestricted funds 2022 £
	Notes		
<u>Income from:</u>			
Charitable activities	3	2,752,804	2,630,697
Investments	4	17,697	940
Total income		<u>2,770,501</u>	<u>2,631,637</u>
<u>Expenditure on:</u>			
Charitable activities	5	<u>2,717,971</u>	<u>2,493,587</u>
Net income for the year/ Net movement in funds		52,530	138,050
Fund balances at 1 September 2022		<u>2,537,335</u>	<u>2,399,285</u>
Fund balances at 31 August 2023		<u><u>2,589,865</u></u>	<u><u>2,537,335</u></u>

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.

BOWDON PREPARATORY SCHOOL

BALANCE SHEET

AS AT 31 AUGUST 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	11		1,899,421		1,904,632
Current assets					
Debtors	12	1,072,594		749,367	
Cash at bank and in hand		1,086,020		1,026,921	
		<u>2,158,614</u>		<u>1,776,288</u>	
Creditors: amounts falling due within one year	15	<u>(1,468,170)</u>		<u>(1,143,585)</u>	
Net current assets			690,444		632,703
Total assets less current liabilities			<u>2,589,865</u>		<u>2,537,335</u>
Income funds					
Unrestricted funds			2,589,865		2,537,335
			<u>2,589,865</u>		<u>2,537,335</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2023, although an audit has been carried out under section 144 of the Charities Act 2011.

The director acknowledges her responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 12.3.24



Mrs J Duschenes
Chair of Trustees

Company registration number 07577822

BOWDON PREPARATORY SCHOOL

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 AUGUST 2023

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Cash generated from operations	18		167,659		125,767
Investing activities					
Purchase of tangible fixed assets		(119,129)		(137,924)	
Investment income received		17,697		940	
Net cash used in investing activities			(101,432)		(136,984)
Financing activities					
Payment of obligations under finance leases		(7,128)		(7,128)	
Net cash used in financing activities			(7,128)		(7,128)
Net increase/(decrease) in cash and cash equivalents			59,099		(18,345)
Cash and cash equivalents at beginning of year			1,026,921		1,045,266
Cash and cash equivalents at end of year			1,086,020		1,026,921

BOWDON PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

Charity information

Bowdon Preparatory School is a private company limited by guarantee incorporated in England and Wales. The registered office is Ashley Road, Altrincham, Cheshire, WA14 2LT.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

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

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and 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 charity 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.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

1.4 Income

Income is recognised when the charity 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.

Fees receivable are accounted for in the period in which the service is provided, and as such, consist of charges for the school year ending 31 August 2023.

Other fixed assets and net current liabilities from Culcheth Hall School were previously introduced as donations at market value.

1.5 Expenditure

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

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

BOWDON PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

(Continued)

Resources expended are accounted for on an accruals basis. The irrecoverable element of VAT is included with the item of expense to which it relates. Expenditure is allocated to expense headings either on a direct cost basis, or apportionment according to time spent.

Costs of charitable activities include expenditure associated with the running of the school and include both direct and support costs.

Supplies of games equipment, books, stationery and sundry materials are written off when the expenditure is incurred.

Governance costs represent the costs of audit, accounting, legal and professional fees incurred during the incorporation and maintenance of the charity.

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.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings	2% on a straight line basis
Other assets	15% - 25% of written down value
Plant and machinery	25% of written down value
School equipment	25% of written down value
Office equipment	25% of written down value

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

BOWDON PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

(Continued)

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.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans 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 payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts 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 creditors 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 charity's contractual obligations expire or are discharged or cancelled.

1.10 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 the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

Until it withdrew from the Teachers' Pension Scheme in August 2022, the school contributed to the Teachers' Pension Agency, a superannuation scheme which provides benefits based on final pensionable salary.

There is also a group contributory scheme for non-teaching staff, with the contribution rates set by the school.

The pension costs charged in the accounts represents the amount of contributions payable to the schemes in respect of the accounting period.

1.11 Leases

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessees. All other leases are classified as operating leases.

Assets held under finance leases are recognised as assets at the lower of the assets fair value at the date of inception and the present value of the minimum lease payments. The related liability is included in the balance sheet as a finance lease obligation. Lease payments are treated as consisting of capital and interest elements. The interest is charged to net income/(expenditure) for the year so as to produce a constant periodic rate of interest on the remaining balance of the liability.

BOWDON PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

2 Critical accounting estimates and judgements

In the application of the charity'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.

3 Charitable activities

	School fees received	Income from extra- curricular activities	Income from lunches	Total 2023
	2023	2023	2023	
	£	£	£	£
Sales within charitable activities	2,377,338	216,401	159,065	2,752,804

	School fees received	Income from extra- curricular activities	Income from lunches	Total 2022
	2022	2022	2022	
	£	£	£	£
Sales within charitable activities	2,268,143	211,844	150,710	2,630,697

BOWDON PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

4 Investments

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Interest receivable	17,697	940

5 Charitable activities

	Teaching costs	Welfare costs	Premises costs	Support costs	Governance costs	Total	2022
	£	£	£	£	£	£	£
Staff costs	1,461,870	80,093	82,709	288,191	-	1,912,863	1,813,785
Depreciation	10,001	-	108,947	5,390	-	124,338	122,219
Establishment costs	88,773	-	70,689	33,381	-	192,843	153,792
Teaching costs	150,707	9,022	-	-	-	159,729	126,249
Catering consumables	-	85,656	-	-	-	85,656	71,654
Cleaning	-	-	81,171	-	-	81,171	90,457
Administration - Sundry costs	-	-	-	119,033	-	119,033	78,258
Governance costs	-	-	-	-	42,338	42,338	37,173
	1,711,351	174,771	343,516	445,995	42,338	2,717,971	2,493,587
	1,711,351	174,771	343,516	445,995	42,338	2,717,971	2,493,587
Analysis by fund							
Unrestricted funds	1,711,351	174,771	343,516	445,995	42,338	2,717,971	
	1,711,351	174,771	343,516	445,995	42,338	2,717,971	
For the year ended 31 August 2022							
Unrestricted funds	1,584,807	150,573	330,043	390,991	37,173		2,493,587
	1,584,807	150,573	330,043	390,991	37,173		2,493,587

BOWDON PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

6 Support costs

	Support costs	Governance costs	2023	2022	Basis of allocation
	£	£	£	£	
Audit fees	-	7,480	7,480	6,820	Governance
Accountancy	-	5,652	5,652	6,948	Governance
Legal and professional	-	29,206	29,206	23,405	Governance
	-	42,338	42,338	37,173	

7 Net movement in funds

	2023	2022
	£	£
Net movement in funds is stated after charging/(crediting)		
Fees payable to the company's auditor for the audit of the company's financial statements	7,480	6,820
Depreciation of owned tangible fixed assets	121,548	118,498
Depreciation of tangible fixed assets held under finance leases	2,791	3,721

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration/reimbursed expenses during the year.

9 Employees

The average monthly number of employees during the year was:

	2023	2022
	Number	Number
Number of full-time teaching staff	18	13
Number of part-time teaching staff	14	14
Number of full-time teaching support staff	5	8
Number of part-time teaching support staff	7	7
Number of full-time pupil support staff	2	2
Number of part-time pupil support staff	9	9
Number of full-time administration staff	5	4
Number of part-time administration staff	1	4
Number of full-time welfare staff	3	3
Number of part-time welfare staff	1	-
Number of full-time premises staff	2	2
Number of part-time premises staff	2	1
Total	69	67

BOWDON PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

9 Employees (Continued)

Employment costs	2023 £	2022 £
Wages and salaries	1,546,839	1,458,986
Social security costs	140,862	133,010
Other pension costs	225,162	221,789
	<u>1,912,863</u>	<u>1,813,785</u>

The key management personnel of the charity comprise the members of the Executive Leadership Team. The total amount of employee benefits received by key management personnel for their services to the charity was £332,913 (2022: £327,032).

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2023 Number	2022 Number
£70,001 - £80,000	1	-
£80,001 - £90,000	-	1
	<u>-</u>	<u>1</u>

Of the employees whose emoluments exceed £60,000, 1 (2022: 1) have retirement benefits accruing under defined benefit pension schemes.

10 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

BOWDON PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

11 Tangible fixed assets

	Land and buildings £	Other assets £	Plant and machinery £	School equipment £	Office equipment £	Total £
Cost						
At 1 September 2022	1,800,000	761,929	41,386	82,059	67,327	2,752,701
Additions	-	47,420	37,412	27,126	7,171	119,129
At 31 August 2023	1,800,000	809,349	78,798	109,185	74,498	2,871,830
Depreciation and impairment						
At 1 September 2022	297,000	416,236	26,720	59,627	48,487	848,070
Depreciation charged in the year	27,000	75,509	6,439	10,001	5,390	124,339
At 31 August 2023	324,000	491,745	33,159	69,628	53,877	972,409
Carrying amount						
At 31 August 2023	1,476,000	317,604	45,639	39,557	20,621	1,899,421
At 31 August 2022	1,503,000	345,693	14,666	22,432	18,841	1,904,632

The net carrying value of tangible fixed assets includes the following in respect of assets held under finance leases or hire purchase contracts. The depreciation charge in respect of such assets amounted to £2,791 (2022: £3,721).

	2023 £	2022 £
Office equipment	8,374	11,165

12 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	1,018,296	715,829
Prepayments and accrued income	54,298	33,538
	1,072,594	749,367

13 Finance lease commitments

Future minimum lease payments due under finance leases:

	2023 £	2022 £
Within one year	-	7,128

BOWDON PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

13 Finance lease commitments

(Continued)

Finance lease payments represent rentals payable by the company for an item of office equipment. Leases include purchase options at the end of the lease period, and no restrictions are placed on the use of the assets. The lease is on a fixed repayment basis and no arrangements have been entered into for contingent rental payments.

14 Retirement benefit schemes

As detailed in Note 1, for eligible employees, the company contributed to the Teachers' Pension Agency scheme, for all other staff there is the option to join a defined contribution pension scheme operated by the School through an independent pension provider. The school withdrew from the Teachers' Pension scheme in August 2022.

The Teachers' Pension Scheme (TPS) is a statutory, defined benefit scheme. The regulations under which the TPS operates are the Teachers' Pensions Regulations 2014. These regulations apply to teachers in schools and other educational establishments in England and Wales maintained by local authorities, to teachers in many independent and voluntary aided schools and to teachers and lecturers in establishments of further and higher education. Membership is automatic for full-time and part-time teachers and lecturers. Teachers and lecturers are able to opt out of the TPS.

The pension costs of the TPS are assessed in accordance with the advice of independent qualified actuaries. The latest actuarial valuation of the TPS was carried out as at 31 March 2016 and in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014. The valuation report was published by the Department for Education on 5 March 2019.

The key elements of the valuation and subsequent consultation are:

- Employer contribution rates set at 23.68% of pensionable pay (including a 0.08% employer administration charge) (formerly 16.48%)
- Total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £218,100 million, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £196,100 million, giving a notional past service deficit of £22,000 million
- The assumed real rate of return is 2.4% in excess of prices and 2% in excess of earnings. The rate of real earnings growth is assumed to be 2.2%. The assumed nominal rate of return is 4.45%.

During the year the employer contribution rate was 23.68%. The TPS valuation for 2016 determined an employer rate of 23.68% from September 2019, which is payable during the implementation period until the next valuation as at March 2020, whereupon the employer contribution rate is expected to be reassessed and will be payable from 1 April 2023.

Under the definitions set out in FRS102 (Retirement Benefits), the TPS is a multi-employer pension scheme. The school is unable to identify its share of the underlying assets and liabilities of the scheme. Accordingly, the school has taken advantage of the exemption under FRS102 and has accounted for its contributions as if it were a defined contribution scheme. The school has set out above the information available on the deficit in the scheme and the implications for the school in terms of anticipated contribution rates.

The employer's contributions payable for the year, for all schemes, were £225,162 (2022 - £221,789) and the amount outstanding at the year end was £24,785 (2022 - £23,897).

BOWDON PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

15 Creditors: amounts falling due within one year

	Notes	2023 £	2022 £
Obligations under finance leases	13	-	7,128
Other taxation and social security		33,848	29,931
Deferred income	16	1,083,696	821,310
Trade creditors		52,726	28,034
Other creditors		30,529	30,620
Accruals and deferred income		267,371	226,562
		<u>1,468,170</u>	<u>1,143,585</u>

16 Deferred income

	2023 £	2022 £
Other deferred income	<u>1,083,696</u>	<u>821,310</u>

Deferred income is included in the financial statements as follows:

	2023 £	2022 £
Deferred income is included within:		
Current liabilities	<u>1,083,696</u>	<u>821,310</u>
Movements in the year:		
Deferred income at 1 September 2022	821,310	782,799
Released from previous periods	(821,310)	(782,799)
Resources deferred in the year	<u>1,083,696</u>	<u>821,310</u>
Deferred income at 31 August 2023	<u>1,083,696</u>	<u>821,310</u>

17 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

BOWDON PREPARATORY SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

18	Cash generated from operations	2023 £	2022 £	
	Surplus for the year	52,530	138,050	
	Adjustments for:			
	Investment income recognised in statement of financial activities	(17,697)	(940)	
	Depreciation and impairment of tangible fixed assets	124,339	122,219	
	Movements in working capital:			
	(Increase) in debtors	(323,226)	(180,115)	
	Increase in creditors	69,327	8,042	
	Increase in deferred income	262,386	38,511	
	Cash generated from operations	167,659	125,767	
19	Analysis of changes in net funds			
		At 1 September 2022 £	Cash flows £	At 31 August 2023 £
	Cash at bank and in hand	1,026,921	59,099	1,086,020
	Obligations under finance leases	(7,128)	7,128	-
		1,019,793	66,227	1,086,020

