

# Highcliffe School

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 August 2015

Registration number: 07631213

# Highcliffe School

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# Highcliffe School

## Reference and Administrative Details

**Trustees (Directors)** Mr S White

Mr M J Axton

Mr J M Allin

**Governors**

Mr P D Earnshaw (appointed 1 September 2014)

Mr M Downs, \*

Mr W M Smith, \* (Retired 13 July 2015)

Ms C E Van Wingerden

Ms K A Jenkinson

Ms C Kydd-Coutts

Ms E Hutt

Ms J Bewley (Resigned 13 July 2015)

Mr S White, \* (Resigned 13 July 2015)

Ms C A King (Retired 16 November 2014)

Mr B P Roberts (Retired 31 January 2015)

Mr J M Allin, \*

Mr M J Axton, \* (Chair of Governors to 24 September 2015)

Mr G D Moore, \*

Mr W T Smith, \*

Mr N C Geary

Mrs M V Mawbey (Resigned 13 July 2015)

Mr J Lofts

Mrs L G Downie (appointed 17 November 2014)

Mrs D Chaffey (appointed 13 July 2015)

Mr S Midgley (appointed 31 January 2015)

\* Members of the Finance Facilities and Audit Committee.

# Highcliffe School

## Reference and Administrative Details (continued)

<b>Principal</b>	Mr P D Earnshaw
<b>Company Registration Number</b>	07631213
<b>Auditors</b>	Francis Clark LLP Statutory Auditor Hitchcock House Hilltop Park Devizes Road Salisbury Wiltshire SP3 4UF 11 December 2011
<b>Senior Management Team</b>	Mr P D Earnshaw, Headteacher Mr N O'Connor, Deputy Headteacher Mr N Campbell, Deputy Headteacher Mr M Yapp, Assistant Headteacher Mr M Jones, Assistant Headteacher Mr M Downs, Assistant Headteacher Mrs C King, Assistant Headteacher (Retired 31 December 2015) Mrs D Kennedy, Assistant Headteacher Mrs A Karanja, Assistant Headteacher Mr J Dean, Assistant Headteacher Ms K Lewis, Business Manager (Retired 31 August 2015) Mr S Fuller, Director of Business and Finance (Appointed 7 September 2015)
<b>Principal and Registered Office</b>	Parkside Highcliffe Christchurch Dorset BH23 4QD
<b>Bankers</b>	Lloyds Bank Plc 4 Castle Street Christchurch Dorset BH23 1DU
<b>Solicitors</b>	Blake Morgan LLP New Kings Court Tollgate Chandlers Ford Eastleigh Hampshire SO53 3LG

## Highcliffe School

### Governors' Report for the Year Ended 31 August 2015

The Governors present their annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 August 2015. The annual report serves the purposes of both a Trustees' report, and a Directors' report under company law.

The trust operates an academy for students aged 11 to 18. The number of students on roll on the School census in May 2015 was 1,451.

#### **Structure, governance and management**

##### ***Constitution***

The academy trust is a company limited by guarantee and is an exempt charity. The Charitable Company's memorandum and articles of association are the primary governing documents of the academy trust. The company registration number is 07631213.

The governors act as the trustees for the charitable activities of Highcliffe School and are also the directors of the Charitable Company for the purposes of company law. The Charitable Company is known as Highcliffe School.

Details of the governors who served throughout the year except as noted are included in the Reference and Administrative Details on page 1.

##### ***Members' liability***

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

##### ***Governors' indemnities***

The school has taken out appropriate indemnity insurance to protect governors' interests.

##### ***Method of recruitment and appointment or election of Governors***

The number of governors serving at any time shall not be subject to any maximum. The members may appoint up to nine governors. A maximum of three staff governors and six parent governors can be appointed. Any contested election of a parent governor will be held by secret ballot. A parent governor must be a parent of a registered student at the academy at the time of election. The governors may appoint up to three co-opted governors. The term of office of any governor is four years.

##### ***Policies and procedures adopted for the induction and training of Governors***

The induction and training for new governors will be handled either by a mentor or by the Clerk to the Governors. New governors meet with the Chair of Governors before their first meeting. All new governors are encouraged to attend Dorset's course for new governors. Specialist training is arranged for specific responsibilities such as child protection. Governors are kept updated with changes in education through subscriptions to Dorset Governor Services, Ten Governor, and attendance at training courses run by the Association of School and College Leaders.

# Highcliffe School

## Governors' Report for the Year Ended 31 August 2015 (continued)

### ***Organisational structure***

The Full Governing Body is required to meet at least once per term. Specific business areas are delegated to the following committees on which the Headteacher and Chair of Governors also sit. Although some of the organisation's activities are delegated to the committees listed below, all of the committees remain answerable to the authority of the Full Governing Board. The School Business Manager and members of the Senior Leadership Team also attend committees as appropriate.

The Finance, Facilities and Audit Committee meets at least twice a term and oversees financial matters, maintenance of the school site and buildings and health and safety. The Committee also reviews financial controls and risks and agrees relevant programmes of work to implement required improvements.

The Curriculum Committee meets five times a year and strategically plans and monitors the School's formal and informal curriculum provision.

The Personnel Committee meets at least once a year to review the School's pay policies and to oversee the School's Performance Management process and oversee matters relating to staffing, including annual review of the Headteacher's performance.

The Community Links Committee meets four times per year and oversees the School's admissions policies and procedures, safeguarding and child protection and the transition arrangements for students progressing from primary schools.

All committees conduct an annual review of policies.

### ***Risk management***

The governors are responsible for identifying risks faced by the academy, establishing procedures to mitigate these risks and ensuring that all employees are aware of these procedures.

A regular review is undertaken and controls are in place to mitigate these risks:

- Terms of reference and formal agendas for all committee meetings;
- Strategic planning, budgeting and management accounting;
- Formal written policies and cycles of review;
- Accounting policies and internal financial control measures;
- Documented authorisation and approval levels;
- Regular Audits of health and safety procedures;
- Risk Register monitored by the governing body;
- Appointment of internal auditors.

### ***Connected organisations, including related party relationships***

Highcliffe School leads the Highcliffe Learning Alliance. This network provides a framework for a programme of shared teaching and learning across the age range (primary / secondary). Participating schools value this alliance as part of their school improvement programme.

# Highcliffe School

## Governors' Report for the Year Ended 31 August 2015 (continued)

### Objectives and activities

#### *Objects and aims*

To ensure that all students learn to their full potential in an informed, caring and supportive environment and that challenging learning experiences develop students as successful confident young adults.

To address the two key findings from the OFSTED Section 5 inspection of March 2013:

- Improve results and progress in mathematics
- Increase the proportion of consistently good and outstanding teaching

To address the key features of school development planning for 2015-16:

1. Improving the quality and effectiveness of learning and teaching.
2. Improving learning by implementing in a consistent manner the Behaviour for Learning policy.
3. 'Life without levels': development of assessment to promote progress.
4. Improving attainment and progress by applying in a consistent manner the school Rewards policy.
5. Improving the progress and outcomes of students in receipt of the Pupil Premium.

#### *Objectives, strategies and activities*

Highcliffe recognises that it is a good school with many outstanding features. We believe that the learner should be at the centre of all school activities and that a consistent approach to the development of the experiences provided for our learners is a key feature of our school progress plan.

We aim to ensure secure learning for all our students and ensure that they have a relevant experience which will equip them for the future.

We believe in distributed leadership which is effective, creative and energetic and which allows all stakeholders to contribute to the school's success.

We value appropriate support systems across the school environment.

We embrace cultural changes in order to remodel and realign the school to ensure that it provides a relevant and appropriate education and which support the transformation of the learning community.

In 2014-15 the key objective strands of the school progress plan were:

1. Highcliffe in a national context.
2. Embedding progress in the core: mathematics, English and science.
3. Consistent practice in subject leadership.
4. Leading learning.
5. Sixth Form development.
6. Challenging the more able.
7. Supporting the disadvantaged groups.

# Highcliffe School

## Governors' Report for the Year Ended 31 August 2015 (continued)

### *Public benefit*

The governors have complied with their duty to have due regard to guidance on public benefit published by the Charity Commission in exercising their power and duties.

The school offers considerable public benefit through its role as a local, non-selective provider of education and the links it has developed with the local community. There is a well-established programme of twilight classes in four different foreign languages which run all year. The school has strong links with multi-agencies such as the police and social services and runs several focus days for students using police, health and other community organisations as deliverers and advisors. The school maintains strong links with the local Rotarians organising several joint activities with students and parents. Art and Design work is displayed in a public forum at Highcliffe Castle and other venues such as permanent displays at Bournemouth Hospital. There was an exhibition of student work at the Red House museum in Christchurch.

The school maintains strong curriculum links with its seven feeder schools both in Dorset and Hampshire with the Highcliffe Learning Alliance. Outreach work occurs in English, Mathematics, Modern Foreign Languages, Science, Physical Education, Music and ICT. There are joint events for gifted and talented students (i.e. a Chrismaths evening in December) which are held for parents and students of our feeder schools. There are several whole-day curriculum events for KS2 students (i.e. the Murder Mystery day). The school hosted a Primary Languages festival in March for students from the feeder schools. A joint lecture programme series for members of the community took place in collaboration with Ballard School, a local independent provider. There is an annual community project held at the Regent Centre in Christchurch in collaboration with our partner primary schools.



# Highcliffe School

## Governors' Report for the Year Ended 31 August 2015 (continued)

### Strategic Report

#### Achievements and performance

##### GCSE Attainment:

In summer 2015 71% of students gained 5A\*-C including English and mathematics. This represents the second highest level of achievement for this performance indicator that the school has ever achieved, with an increase of 5% on 2014. The focus of Curriculum Areas and the direction from the RAISE meetings along with the extra support for the core subjects proved to be successful interventions in supporting student outcomes. In addition it is noteworthy that the gap between boys' and girls' attainment against this key DfE indicator was reduced to 0.7%. The number of students gaining the English Baccalaureate was 25% compared to 27% in 2014, but with a 10% reduction in eligibility to 39%.

83% of students gained 5A\*-C overall which is an increase of 10% from the previous year; it is worth noting that this is now the second year in which some courses have lost their value of 'equivalencies' as GCSEs or had their assessment arrangements altered making it more challenging to gain an 'equivalent' pass compared to previous years.

Mathematics gained 79% A\*-C which is a slight increase on the previous year and which is 15.7% ahead of the national pass rate.

English gained 80.5% A\*-C with the IGCSE specification – this is an increase of 8.5% on 2014 and 15.1% in excess of the national pass rate. The strategies adopted by the English subject team and the extra support provided tangible impact on the final outcome.

The number of students gaining 5A\*-C including English, mathematics and science was 66% - the same as the previous two years. It is pleasing that this level of achievement remained at the same level given the changes to some of the assessment criteria and the performance tables.

The results in 2015 are therefore commendable and validate the hard work and effort by the school staff to support progress and improvement for students at all levels of ability, whilst recognising that the school is not complacent and is keen to work towards further improvement in outcomes for all students.

14 / 37 Subject areas increased their A\*-C pass rate by 5% or more in 2015 compared to 2014. Subjects with increases of over 15% are: Art and Design, Child Development, Dance Diploma, Electronics, German, Graphic Products, Health and Social Care, Music, Science and Textiles. PE gained a pass rate of 97% which is particularly commendable. 4 / 37 subjects had a decrease of more than 5% or more in their A\*-C pass rate compared to 2014; those with decreases of more than 15% include: Computing and ICT. The average grade per student was C+ with the average grade per student (capped at best 8) was B-.

##### GCSE Progress:

In English, 75.5% of students made three or more levels of progress, a slight increase on 2014, and in mathematics, 67.4% made three or more levels of progress, a decrease of 10.3% on 2014. Subject areas with 80% or more students making 3+ levels of progress include: Art and Design, Child Development, Citizenship, Dance Diploma, ECDL, Further Additional Science, Latin, PE Diploma, PE, Product Design and BTEC Science. Subject areas where 40% or more students made 4+ levels of progress include: Catering, Citizenship, Dance Diploma, ECDL, Electronics, English Literature, Geography, ICT Diploma, Latin, Music, Music Technology, PE Diploma, and PE. In Further Additional Science an impressive 44.6% of students made 5+ levels of progress.

# Highcliffe School

## Governors' Report for the Year Ended 31 August 2015 (continued)

### Strategic Report

The provisional Value Added score (Capped 8 + English & mathematics) is 1015.3 – this is the first time the school has registered a positive score on the Value Added score and if confirmed it is a pleasing step forward.

#### GCSE 'vulnerable groups'

Gifted and talented: the 35 students of this cohort gained an average grade per student of 'A-', and 94.3% of this group gained 5A\*-C including English and maths. 65.7% of this cohort gained the Ebacc. 60% of students made 4+ levels of progress in English and 71% made 4+ levels of progress in mathematics.

Pupil premium: the 27 students of this cohort gained an average grade per student of 'C', 63% of this group gained 5A\*-C including English and maths. 6 students (22%) gained the Ebacc. 63% of students made 3+ levels of progress in English and 14% of students made 4+ levels of progress in English and 56% of students made 3+ levels of progress in mathematics and 26% made 4+ levels of progress in mathematics.

SEN: 53 students in total across the various categories, with two statemented students. The average grade per student for SEN A students was 'C', for SEN N students was 'C+', SEN P was 'E-' and for statemented students was 'F-'. 18 students in the cohorts SEN A and SEN N gained 5A\*-C including English and maths. 3 students in the cohort gained the Ebacc. On average one in two of the students made 3 levels of progress in English and maths.

#### Advanced level:

At A2, 30% of students' grades gained were A\*/A grades, and 51% of grades gained were A\*-B grades.

The average point score per entry was 208 and the average point score per student was 653; both these figures are higher than those of 2014.

Out of 40 subjects, 18 subjects had 50% or more grades at A\*-B grade. Subjects with more than 75% include: Child Care, Economics, Extended Project, French and Further Maths.

At A2 level, the ALPS single year grading was '5', meaning that achievement regarding progress from GCSE is satisfactory to good, identical to 2014. The number of subject areas with a particularly negative ALPS value (7-9) decreased from 10 in 2014 to 9 in 2015 and those with a particularly positive ALPS value (1-3) increased from 5 in 2014 to 6 in 2015.

For 2015, the ALPS progression score from AS to A2 was graded '5', a decrease from '2' in 2014 but still graded as 'good'.

At AS level, the ALPS single year grading was '3'; 17 subjects with a particularly positive ALPS value (1-3) increased from 5 in 2014 to 18 in 2015. Only 2 subjects gained a particularly negative ALPS value (7-9).

Out of 36 subjects, 12 subjects had 50% or more grades at A\*-B. Subjects with more than 75% include: Extended Project, Further Maths and German.

## Highcliffe School

### Governors' Report for the Year Ended 31 August 2015 (continued)

#### Strategic Report

For the BTEC and Diploma subjects, the ALPS score was '4', with no subjects being in the negative category of 7-9, a substantial improvement on 2014. The school is sustaining a rigorous programme of self-evaluation and during 2013-4 all curriculum areas have undergone an internal review by the Headteacher. Outcomes from these reviews are being addressed through the current curriculum progress plan schedule.

The attendance of students was 94.35%, and this compares favourably to national attendance data, placing the school in the top 40% of schools of a similar nature.

The school maintained its programme of international links and maintained its position as a British Council International School. Exchange visits occurred with students in France, Spain and Japan, and there was a Music trip to Paris. There was a ski trip to Italy. World Challenge students completed their expedition to Borneo in 2015. Advanced level French students completed work experience in Normandy. The Duke of Edinburgh continued to thrive at both Bronze and Silver level.

Year 7 and 8 achievements: Dorset Schools Netball Finalists, Bournemouth and District Netball league Runners Up and Basketball Christchurch and District Winners, Christchurch and District Tennis Tournament Winners and Dorset County FA Girls' Beach Football Champions, Bournemouth and District Rugby Tournament Winners and Bournemouth and District Rugby 7's Winners, Dorset School Games Winners Show Jumping team and Bournemouth and District Schools Athletics Boys Runners Up. In Year 9 achievements included: Basketball Christchurch and District Winners, Dorset Schools Netball Finalists and Bournemouth and District Cricket Runners Up. Year Ten achievements were: Bournemouth and District Cricket Runners Up and in Year 11 Basketball Christchurch and District Winners. Successes across the school (Year 7 upwards) included: the indoor rowing Dorset School Games Finals and the Bournemouth and District Schools Athletics Event Winners.

Dance students performed on more than one occasion for the public at the Pavilion Theatre in Bournemouth; there were very successful performance evenings by the Music BTEC students and also the Music A' level students. There was a cross-school production of 'Grease' which played to sell-out audiences and involved hundreds of students and many staff and friends of the school. There was a highly original drama evening performed at Highcliffe Castle with performance 'in situ' activities taking place and presented by the Advanced level BTEC Performing Arts students. There were two very well-attended music evenings at Christmas and in the summer.

#### **Going concern**

After making appropriate enquires, the governing body has a reasonable expectation that the academy trust has adequate resources to continue in operational existence for the foreseeable future. The governing body notes the difference between the accounting deficit (inclusive of depreciation) and the cash basis on which the school is run and for this reason it continues to adopt the going concern basis in preparing the financial statements.

In addition the governing body notes the senior appointment of a new Director of Business and Finance who along with the Headteacher and Governors is devising a long term review for addressing the current deficit.

Further details regarding the adoption of the going concern basis can be found in the Statement of Accounting Policies.

#### **Financial review**

During the year to 31 August 2014, the school generated a loss of £104,000 in the restricted general fund, excluding the pension reserve, which relates mainly to specific grants from the Education Funding Agency. The unrestricted balance at 31 August 2014 was £496,000.

# Highcliffe School

## Governors' Report for the Year Ended 31 August 2015 (continued)

### Strategic Report

#### *Reserves policy*

The total of reserves held in both restricted and unrestricted funds, excluding the pension fund reserve, amounts to £17,896,000. This includes amounts of funding received by the school prior to conversion to academy status. The Governors intend that Reserves should be retained at an appropriate but not excessive level to balance the continual investment in year with planning for future developments. Longer term initiatives include the review of arrangements to provide places for increased student numbers transferring from local feeder schools and planned new housing developments in the locality.

#### *Principal risks and uncertainties*

Over 90% of the school's revenue funding is provided by the Education Funding Agency in the form of recurrent grants, the use of which is restricted to specific purposes.

The school's approach to strategic planning takes account of potential changes to funding levels being brought about by the application of revised local and national formulae for the allocation of funds between institutions. This aims to ensure that planned levels of expenditure can be accommodated through anticipated levels of funding and reserves.

In the current economic climate, it is difficult to forecast accurately the impact that restrictions on public sector expenditure will have at individual school level.

#### *Plans for future periods*

The Governing Body is committed to maintaining and improving the infrastructure of the School whilst maintaining a balanced budget.

## Highcliffe School

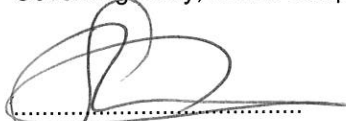
### Governors' Report for the Year Ended 31 August 2015 (continued)

#### Auditor

In so far as the Governors are aware:

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

Governors' Report, incorporating a Strategic Report, was approved by order of the members of the Governing Body, as the company directors, on 03/12/2015 and signed on its behalf by:



Mr S Midgley  
Governor

# Highcliffe School

## Governance Statement

### Scope of responsibility

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

The Governing Body has delegated the day-to-day responsibility to Mr P D Earnshaw, as Accounting Officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreement between Highcliffe School and the Secretary of State for Education. They are also responsible for reporting to the Governing Body any material weaknesses or breakdowns in internal control.

### Governance

The information on governance included here supplements that described in the Governors' Report and in the Statement of Governors' Responsibilities. The Governing Body has formally met 7 times during the year. Attendance during the year at meetings of the Governing Body was as follows:

<b>Trustee</b>	<b>Meetings attended</b>	<b>Out of a possible</b>
Mr J M Allin	2	7
Mr M J Axton	6	7
Ms J Bewley	6	6
Mr M Downs	7	7
Mrs L G Downie	5	6
Mrs D Chaffey	1	1
Mr P D Earnshaw	7	7
Mr N C Geary	4	7
Ms E Hutt	1	7
Ms C A King	2	2
Ms C Kydd-Coutts	7	7
Mr J Lofts	7	7
Mrs M V Mawbey	2	6
Mr S Midgley	5	5
Mr G D Moore	5	7
Mr B P Roberts	2	2
Mr W M Smith	5	6
Mr W T Smith	5	7
Mr S White	3	6
Ms C E Van Wingerden	7	7
Ms K A Jenkinson	0	7

# Highcliffe School

## Governance Statement (continued)

The Finance, Facilities and Audit Committee is a sub-committee of the main Governing Body. Its purpose is to ensure compliance with relevant statutory and internal regulations; to submit annual revenue and capital budgets to the full governing body for approval; to monitor actual expenditure against these budgets; to annually review the School's internal financial policies and procedures, including the policy for fees and charges and to be responsible for:

- receiving quotations, tenders and contracts for all services;
- risk management and insurance arrangements;
- the maintenance, refurbishment and safety of buildings.

During the year, this committee also absorbed the functions of the Audit Committee which reviews risks to internal financial control at the Academy Trust. This includes responsibility for:

- Establishing arrangements for internal audit;
- Informing the Governance Statement in the statutory published accounts;
- Providing assurance to the external auditors.

Activities of this committee during the academic year 2014/15 included:

- ensuring completion of statutory returns to the Education Funding Agency;
- setting budgets in accordance with statutory guidelines and monitored activities against the budgets;
- considering the impact of funding reforms on future spending plans;
- Reviewing arrangements for covering the cost of staff absences;
- Approving the charging policy for 2013/14;
- Reviewing Financial Controls Documents ;
- Reviewing findings of the Health and Safety Audit report and considered the updated Health and Safety Policy;
- Reviewing employer discretions under the Local Government Pension Scheme;
- Approval of procurement arrangements for ICT equipment.

Attendance at meetings during the year was as follows:

<b>Trustee</b>	<b>Meetings attended</b>	<b>Out of a possible</b>
Mr J M Allin	3	6
Mr M J Axton	3	6
Mr M Downs	5	6
Mr P D Earnshaw	6	6
Mr G D Moore	6	6
Mr S White	2	6
Mr W M Smith	5	6
Mr W T Smith	6	6

# Highcliffe School

## Governance Statement (continued)

### Review of value for money

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

The Accounting Officer considers how the Academy Trust's use of its resources has provided good value for money during each academic year, and reports to the Board of Governors where value for money can be improved, including the use of benchmarking data where available. The Accounting Officer for the Academy Trust has delivered improved value for money during the year by:

- Key school performance measures improved at both key stage 4 and key stage 5.
- The GCSE achievement gap between students entitled to pupil premium funding and other students reduced significantly, from 22 % to 10%.
- There was a significantly reduced gender gap in achievement across the curriculum.

Over the coming year, the school intends to review the value for money obtained from services provided by Dorset County Council, and to consider the potential benefit of engaging alternative suppliers.

### The purpose of the system of internal control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Academy Trust policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in Highcliffe School for the year ended 31 August 2015 and up to the date of approval of the annual report and financial statements.

### Capacity to handle risk

The Governing Body has reviewed the key risks to which the Academy Trust is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The Governing Body is of the view that there is a formal ongoing process for identifying, evaluating and managing the Academy Trust's significant risks that has been in place for the year ending 31 August 2015 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the Governing Body.

### The risk and control framework

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

- Comprehensive budgeting and monitoring systems with an annual budget and periodic financial reports which are reviewed and agreed by the finance and facilities committee on behalf of the Governing Body;
- Regular reviews by the Finance and Facilities Committee of reports which indicate financial performance against the forecasts and of major purchase plans, capital works and expenditure programmes;



# Highcliffe School

## Governance Statement (continued)

- Clearly defined purchasing guidelines;
- Delegation of authority and segregation of duties;
- Identification and management of risks;
- Reviewing reports from the internal auditor. This service is provided by the Southern Internal Audit Partnership.

During the year the internal auditors carried out checks on the following areas:

- Cash and banking
- Payroll
- Purchasing, including the use of the School's charge cards
- Petty cash

On an annual basis, the auditor reports to the Governing Body on the operation of the systems of control and on the discharge of the Governing Body's financial responsibilities.

### Review of effectiveness

As Accounting Officer, Mr P D Earnshaw has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by:

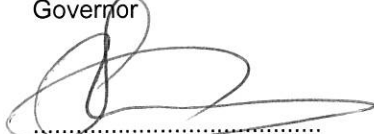
- The work of the internal auditor ;
- The work of the external auditor;
- The work of the executive managers within the Academy Trust who have responsibility for the development and maintenance of the internal control framework.

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

Approved by order of the members of the Governing Body on 03/12/2015 and signed on its behalf by:



.....  
Mr P D Earnshaw  
Accounting officer  
Governor



.....  
Mr S Midgley  
Governor

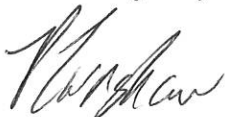
## Highcliffe School

### Statement on Regularity, Propriety and Compliance

As accounting officer of Highcliffe School I have considered my responsibility to notify the Academy Trust Governing Body and the Education Funding Agency of material irregularity, impropriety and non-compliance with EFA terms and conditions of funding, under the funding agreement in place between the Academy Trust and the Secretary of State for Education. As part of my consideration I have had due regard to the requirements of the Academies Financial Handbook.

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

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



.....  
Mr P D Earnshaw  
Accounting officer

Date: 3/12/2015

## Highcliffe School

### Statement of Governors' Responsibilities

The Governors (who are the directors of the charitable company for the purposes of company law) are responsible for preparing the Governors' Report and the financial statements in accordance with the Academies Accounts Direction 2014 to 2015 issued by the Education Funding Agency, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

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


- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP 2005;
- make judgments 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

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

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

Approved by order of the members of the Governing Body on 03/12/2015 and signed on its behalf by:



Mr S Midgley  
Governor

## Highcliffe School

### Independent Auditor's Report on the Financial Statements to the Members of Highcliffe School

We have audited the financial statements of Highcliffe School for the year ended 31 August 2015, which comprise the Statement of Financial Activities incorporating Income and Expenditure Account, Balance Sheet, Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The financial statements have been prepared under the Academies Accounts Direction 2014 to 2015 issued by the Education Funding Agency.

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

#### Respective responsibilities of Trustees and auditors

As explained more fully in the Statement of Governors' Responsibilities (set out on page 17), the Governors (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

#### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Governors and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### Opinion on the financial statements

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 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and the Academies Accounts Direction 2014 to 2015 issued by the Education Funding Agency; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Governors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

## Highcliffe School

### Independent Auditor's Report on the Financial Statements to the Members of Highcliffe School (continued)

#### Matters on which we are required to report by exception

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

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

*Francis Clark LLP*

.....  
Michael Bath (Senior Statutory Auditor)  
For and on behalf of Francis Clark LLP, Statutory Auditor

Hitchcock House  
Hilltop Park  
Devizes Road  
Salisbury  
Wiltshire  
SP3 4UF

Date: .....

*15/12/2015*

## Highcliffe School

### Independent Reporting Accountant's Report on Regularity to Highcliffe School and the Education Funding Agency

In accordance with the terms of our engagement letter dated 11 December 2011 and further to the requirements of the Education Funding Agency (EFA) as included in the Academies Accounts Direction 2014 to 2015, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by Highcliffe School during the period 1 September 2014 to 31 August 2015 have been applied to the purposes identified by Parliament and the financial transactions conform to the authorities which govern them.

This report is made solely to Highcliffe School and the EFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we may state to Highcliffe School and the EFA those matters we are required to state in a report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Highcliffe School and the EFA, for our work, for this report, or for the conclusion we have formed.

#### **Respective responsibilities of the Governing Body's accounting officer and the reporting accountant**

The accounting officer is responsible, under the requirements of the Governing Body's funding agreement with the Secretary of State for Education dated 30 March 2011 and the Academies Financial Handbook extant from 1 September 2012, for ensuring that expenditure disbursed and income received is applied for the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

Our responsibilities for this engagement are established in the United Kingdom by our profession's ethical guidance and are to obtain limited assurance and report in accordance with our engagement letter and the requirements of the Academies Accounts Direction 2014 to 2015. We report to you whether anything has come to our attention in carrying out our work which suggests that in all material respects, expenditure disbursed and income received during the year from 1 September 2014 to 31 August 2015 have not been applied to purposes intended by Parliament or that the financial transactions do not conform to the authorities which govern them.

#### **Approach**

We conducted our engagement in accordance with the Academies Accounts Direction 2014 to 2015 issued by the Education Funding Agency. We performed a limited assurance engagement as defined in our engagement letter.

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

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

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

The work undertaken to draw to our conclusion includes:

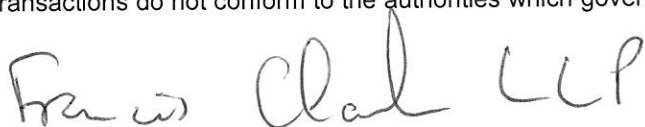
- Inspection and review of documentation providing evidence of governance procedures.
- Evaluation of the system of internal controls for authorisation and approval.
- Performing substantive tests on relevant transactions.

## Highcliffe School

### Independent Reporting Accountant's Report on Regularity to Highcliffe School and the Education Funding Agency (continued)

#### Conclusion

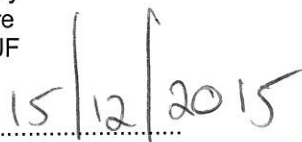
In the course of our work nothing has come to our attention which suggests that in all material respects the expenditure disbursed and income received during the year from 1 September 2014 to 31 August 2015 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.



.....  
Michael Bath  
For and on behalf of Francis Clark LLP, Chartered Accountants

Hitchcock House  
Hilltop Park  
Devizes Road  
Salisbury  
Wiltshire  
SP3 4UF

Date:.....



## Highcliffe School

### Statement of Financial Activities for the Year Ended 31 August 2015 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted Funds £ 000	Restricted General Funds £ 000	Restricted Fixed Asset Funds £ 000	Total 2015 £ 000	Total 2014 £ 000
<b>Incoming resources</b>						
<i>Incoming resources from generated funds:</i>						
Voluntary income	2	6	-	-	6	13
Activities for generating funds	3	106	-	-	106	114
Investment income	4	3	-	-	3	2
<i>Incoming resources from charitable activities:</i>						
Funding for the Academy Trust's educational operations	5	248	7,131	40	7,419	7,394
Total incoming resources		363	7,131	40	7,534	7,523
<b>Resources expended</b>						
<i>Cost of generating funds:</i>						
Costs of generating voluntary income		7	-	-	7	3
Fundraising trading		89	-	-	89	75
<i>Charitable activities:</i>						
Academy's educational operations		278	7,321	367	7,966	7,761
Governance costs	8	-	12	-	12	18
Total resources expended	6	374	7,333	367	8,074	7,857
Net outgoing resources before transfers		(11)	(202)	(327)	(540)	(334)
Gross transfers between funds		-	(26)	26	-	-
Net expenditure for the year		(11)	(228)	(301)	(540)	(334)
<b>Other recognised gains and losses</b>						
Actuarial loss on defined benefit pension schemes	23	-	56	-	56	(358)



## Highcliffe School

### Statement of Financial Activities for the Year Ended 31 August 2015 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses) (continued)

	Unrestricted Funds	Restricted General Funds	Restricted Fixed Asset Funds	Total 2015	Total 2014
Note	£ 000	£ 000	£ 000	£ 000	£ 000
Net movement in deficit	(11)	(172)	(301)	(484)	(692)
<b>Reconciliation of funds</b>					
Total Funds/(deficit) brought forward at 1 September 2014	<u>496</u>	<u>(1,404)</u>	<u>17,530</u>	<u>16,622</u>	<u>17,314</u>
Total Funds/(deficit) carried forward at 31 August 2015	<u>485</u>	<u>(1,576)</u>	<u>17,229</u>	<u>16,138</u>	<u>16,622</u>

All of the Academy Trust's activities derive from continuing operations during the above two periods.

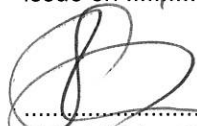
A Statement of Total Recognised Gains and Losses is not required as all gains and losses are included in the Statement of Financial Activities.

# Highcliffe School

## (Registration number: 07631213) Balance Sheet as at 31 August 2015

	Note	2015 £ 000	2014 £ 000
<b>Fixed assets</b>			
Tangible assets	12	17,230	17,530
<b>Current assets</b>			
Debtors	13	251	173
Cash at bank and in hand		997	1,086
		<u>1,248</u>	<u>1,259</u>
Creditors: Amounts falling due within one year	14	<u>(582)</u>	<u>(478)</u>
Net current assets		<u>666</u>	<u>781</u>
Total assets less current liabilities		<u>17,896</u>	<u>18,311</u>
Net assets excluding pension liability		17,896	18,311
Pension scheme liability	23	<u>(1,758)</u>	<u>(1,689)</u>
Net assets including pension liability		<u><u>16,138</u></u>	<u><u>16,622</u></u>
<b>Funds of the Academy Trust:</b>			
<b>Restricted funds</b>			
Restricted general fund		181	285
Restricted fixed asset fund		17,230	17,530
Restricted pension fund		<u>(1,758)</u>	<u>(1,689)</u>
		15,653	16,126
<b>Unrestricted funds</b>			
Unrestricted general fund		<u>485</u>	<u>496</u>
Total funds		<u><u>16,138</u></u>	<u><u>16,622</u></u>

The financial statements on pages 22 to 46 were approved by the Governors, and authorised for issue on 03/12/2015 and signed on their behalf by:

  
.....  
Mr S Midgley  
Governor

## Highcliffe School

### Cash Flow Statement for the Year Ended 31 August 2015

	Note	2015 £ 000	2014 £ 000
Net cash (outflow)/inflow from operating activities	18	(64)	82
Returns on investments and servicing of finance	19	3	2
Capital expenditure and financial investment	20	<u>(28)</u>	<u>(30)</u>
(Decrease)/increase in cash in the year	21	<u>(89)</u>	<u>54</u>
<b>Reconciliation of net cash flow to movement in net funds</b>			
(Decrease)/increase in cash in the year		(89)	54
Net funds at 1 September 2014		<u>1,086</u>	<u>1,032</u>
Net funds at 31 August 2015		<u>997</u>	<u>1,086</u>

All of the cash flows are derived from continuing operations during the above two periods.

# Highcliffe School

## Notes to the Financial Statements for the Year Ended 31 August 2015

### 1 Accounting policies

#### **Basis of preparation**

The financial statements have been prepared under the historical cost convention in accordance with applicable United Kingdom Accounting Standards, the Charity Commission 'Statement of Recommended Practice: Accounting and Reporting by Charities' ('SORP 2005'), the Academies Accounts Direction 2014 to 2015 issued by the Education Funding Agency and the Companies Act 2006. A summary of the principal accounting policies, which have been applied consistently, except where noted, is set out below.

#### **Going concern**

The governors assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the company to continue as a going concern. The governors make this assessment in respect of a minimum period of one year from the date of approval of the financial statements.

#### **Incoming resources**

All incoming resources are recognised when the Academy Trust has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

#### **Grants receivable**

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of entitlement of receipt its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

General Annual Grant is recognised in full in the year for which it is receivable and any unspent amount is reflected as a balance in the restricted general fund. Capital grants are recognised when receivable and are not deferred over the life of the asset on which they are expended. Unspent amounts of capital grant are reflected in the balance in the restricted fixed asset fund.

#### **Sponsorship income**

Sponsorship income provided to the Academy Trust which amounts to a donation is recognised in the Statement of Financial Activities in the period in which it is receivable, where there is certainty of receipt.

#### **Donations**

Donations are recognised on a receivable basis where there is certainty of receipt and the amount can be reliably measured.

#### **Other income**

Other income, including the hire of facilities and fees to other schools and organisations for services rendered, is recognised in the period it is receivable and to the extent the goods have been provided or on completion of the service.

# Highcliffe School

## Notes to the Financial Statements for the Year Ended 31 August 2015 (continued)

### 1 Accounting policies (continued)

#### *Donated services and gifts in kind*

The value of donated services and gifts in kind provided to the Academy Trust are recognised at their open market value in the period in which they are receivable as incoming resources, where the benefit to the Academy Trust can be reliably measured. An equivalent amount is included as expenditure under the relevant heading in the Statement of Financial Activities, except where the gift in kind was a fixed asset in which case the amount is included in the appropriate fixed asset category and depreciated over the useful economic life in accordance with Academy Trust's policies.

#### **Resources expended**

All expenditure is recognised in the period in which a liability is incurred and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

All resources expended are inclusive of irrecoverable VAT.

#### *Cost of generating funds*

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

#### *Charitable activities*

These are costs incurred on the Academy Trust's educational operations.

#### **Governance costs**

These include the costs attributable to the Academy Trust's compliance with constitutional and statutory requirements, including audit, strategic management and Governors' meetings and reimbursed expenses.

# Highcliffe School

## Notes to the Financial Statements for the Year Ended 31 August 2015 (continued)

### 1 Accounting policies (continued)

#### Tangible fixed assets

Assets costing £2,000 or more are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any provision for impairment. Where tangible fixed assets have been acquired with the aid of specific grants, either from the government or from the private sector, they are included in the Balance Sheet at cost and depreciated over their expected useful economic life. The related grants are credited to a restricted fixed asset fund in the Statement of Financial Activities and carried forward in the Balance Sheet. Depreciation on such assets is charged to the restricted fixed asset fund in the Statement of Financial Activities so as to reduce the fund over the useful economic life of the related asset on a basis consistent with the Academy Trust's depreciation policy.

Depreciation is provided on all tangible fixed assets other than freehold land, at rates calculated to write off the cost of each asset over its expected useful lives, per the table below.

Assets in the course of construction are included at cost. Depreciation on these assets is not charged until they are brought into use.

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.

<b>Asset class</b>	<b>Depreciation method and rate</b>
Freehold buildings	50 years straight line
Freehold improvements	3 - 10 years straight line
Furniture & fittings	3 - 5 years straight line
Computer equipment	3 - 5 years straight line
Motor vehicles	5 years straight line

#### Leased assets

Rentals under operating leases are charged on a straight line basis over the lease term.

#### Taxation

The Academy Trust is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Academy Trust is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

# Highcliffe School

## Notes to the Financial Statements for the Year Ended 31 August 2015 (continued)

### 1 Accounting policies (continued)

#### Pension benefits

Retirement benefits to employees of the Academy Trust are provided by the Teachers' Pension Scheme ('TPS') and the Local Government Pension Scheme ('LGPS'). These are defined benefit schemes, are contracted out of the State Earnings-Related Pension Scheme ('SERPS'), and the assets are held separately from those of the Academy Trust.

The TPS is an unfunded scheme and contributions are calculated so as to spread the cost of pensions over employees' working lives with the Academy Trust in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary on the basis of quinquennial valuations using a prospective benefit method. As stated in the notes to the financial statements, the TPS is a multi-employer scheme and the Academy Trust is unable to identify its share of the underlying assets and liabilities of the scheme on a consistent and reasonable basis. The TPS is therefore treated as a defined contribution scheme and the contributions recognised as they are paid each year.

The LGPS is a funded scheme and the assets are held separately from those of the Academy Trust in separate trustee administered funds. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit method and discounted at a rate equivalent to the current rate of return on a high quality corporate bond of equivalent term and currency to the liabilities. The actuarial valuations are obtained at least triennially and are updated at each balance sheet date. The amounts charged to operating surplus are the current service costs and gains and losses on settlements and curtailments. They are included as part of staff costs. Past service costs are recognised immediately in the Statement of Financial Activities if the benefits have vested. If the benefits have not vested immediately, the costs are recognised over the period until vesting occurs. The expected return on assets and the interest cost are shown as a net finance amount of other finance costs or credits adjacent to interest. Actuarial gains and losses are recognised immediately in other gains and losses.

#### Fund accounting

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

Restricted fixed asset funds are resources which are to be applied to specific capital purposes imposed by the Department for Education where the asset acquired or created is held for a specific purpose.

Restricted general funds comprise all other restricted funds received and include grants from the Department for Education.

#### Agency accounting

The Academy Trust acts as an agent in distributing 16-19 bursary funds from the EFA. Payments received from the EFA and subsequent disbursements to students are excluded from the statement of financial activities as the Academy Trust does not have control over the charitable application of the funds. The funds received and paid and any balances held are disclosed in note 25.

# Highcliffe School

## Notes to the Financial Statements for the Year Ended 31 August 2015 (continued)

### 1 Accounting policies (continued)

#### Prior year restatement

Following consultation with the EFA, the Directors have changed the presentation of catering income and trip income from the heading Activities for Generating Funds to Funding for the Academy Trust's Educational Operations. This presentation change has resulted in the associated costs of catering being moved from the heading Cost of Generating Funds to Trust's Education Operations. There is no impact upon the reported deficit, cash flows or net assets for any period presented.

### 2 Voluntary income

	Unrestricted funds £ 000	Total 2015 £ 000	Total 2014 £ 000
Other donations	<u>6</u>	<u>6</u>	<u>13</u>

### 3 Activities for generating funds

	Unrestricted funds £ 000	Total 2015 £ 000	Total 2014 £ 000
Hire of facilities	1	1	1
Sales of educational supplies	8	8	6
Sales of educational services	11	11	21
Insurance claims	-	-	2
Other generating funds income	<u>86</u>	<u>86</u>	<u>84</u>
	<u>106</u>	<u>106</u>	<u>114</u>

### 4 Investment income

	Unrestricted funds £ 000	Total 2015 £ 000	Total 2014 £ 000
Short term deposits	<u>3</u>	<u>3</u>	<u>2</u>



## Highcliffe School

### Notes to the Financial Statements for the Year Ended 31 August 2015 (continued)

#### 5 Funding for Academy's educational operations

	Unrestricted funds £ 000	Restricted funds £ 000	Restricted fixed asset funds £ 000	Total 2015 £ 000	Total 2014 £ 000
<b>DfE/EFA capital grants</b>					
Capital Grants	-	-	40	40	43
<b>DfE/EFA revenue grants</b>					
General Annual Grant (GAG)	-	6,710	-	6,710	6,738
Other EFA grants	-	195	-	195	182
	<u>-</u>	<u>6,905</u>	<u>-</u>	<u>6,905</u>	<u>6,920</u>
<b>Other government grants</b>					
Local Authority grants	-	56	-	56	33
<b>Non-government grants and other income</b>					
Trip Income	-	170	-	170	201
Catering Income	248	-	-	248	197
	<u>248</u>	<u>170</u>	<u>-</u>	<u>418</u>	<u>398</u>
Total grants	<u>248</u>	<u>7,131</u>	<u>40</u>	<u>7,419</u>	<u>7,394</u>

## Highcliffe School

### Notes to the Financial Statements for the Year Ended 31 August 2015 (continued)

#### 6 Resources expended

	Staff costs £ 000	Premises £ 000	Other costs £ 000	Total 2015 £ 000	Total 2014 £ 000
Costs of generating voluntary income	-	-	7	7	1
Costs of activities for generating funds	38	-	55	93	77
<b>Academy's educational operations</b>					
Direct costs	5,199	367	588	6,154	6,122
Allocated support costs	711	503	593	1,807	1,639
	5,910	870	1,181	7,961	7,761
Governance costs including allocated support costs	-	-	13	13	18
	<u>5,948</u>	<u>870</u>	<u>1,256</u>	<u>8,074</u>	<u>7,857</u>

# Highcliffe School

## Notes to the Financial Statements for the Year Ended 31 August 2015 (continued)

### 6 Resources expended (continued)

Net incoming/outgoing resources for the year include:

	2015 £ 000	2014 £ 000
Operating leases - other leases	7	7
Fees payable to auditor - audit	7	10
- other audit services	3	3
	<u>3</u>	<u>3</u>

### 7 Charitable activities

	Total 2015 £ 000	Total 2014 £ 000
<b>Direct costs - educational operations</b>		
Teaching and educational support staff costs	5,199	5,200
Depreciation	367	350
Trip costs	166	193
Educational supplies	223	194
Examination fees	158	161
Staff development	28	22
Other direct costs	12	2
	<u>6,153</u>	<u>6,122</u>
<b>Support costs - educational operations</b>		
Support staff costs	711	729
Printing, postage and stationery	56	43
Recruitment and support	93	68
Maintenance of premises and equipment	190	167
Cleaning	131	125
Rent and rates	44	43
Energy costs	97	88
Insurance	40	46
Security and transport	51	38
Catering	263	200
Bank interest and charges	6	4
Telephone	12	9
Other support costs	19	17
Advertising and promotion	27	18
Technology costs	73	44
	<u>1,813</u>	<u>1,639</u>
Total direct and support costs	<u>7,966</u>	<u>7,761</u>

## Highcliffe School

### Notes to the Financial Statements for the Year Ended 31 August 2015 (continued)

#### 8 Governance costs

	<b>Total 2015 £ 000</b>	<b>Total 2014 £ 000</b>
Legal and professional fees	2	5
<b>Auditors' remuneration</b>		
Audit of financial statements	7	10
Other services	3	3
	<u>12</u>	<u>18</u>

#### 9 Staff

##### Staff costs

	<b>2015 £ 000</b>	<b>2014 £ 000</b>
<b>Staff costs during the year were:</b>		
Wages and salaries	4,803	4,792
Social security costs	323	333
Pension costs	781	778
Supply teacher costs	37	43
Compensation payments	-	17
	<u>5,944</u>	<u>5,963</u>

##### Staff numbers

The average number of persons (including senior management team) employed by the Academy Trust during the year expressed as full time equivalents was as follows:

	<b>2015 No</b>	<b>2014 No</b>
<b>Charitable Activities</b>		
Teachers	89	90
Administration and support	48	51
Management	7	7
	<u>144</u>	<u>148</u>

# Highcliffe School

## Notes to the Financial Statements for the Year Ended 31 August 2015 (continued)

### 9 Staff (continued)

#### Higher paid staff

The number of employees whose emoluments exceeded £60,000 was:

	2015 No	2014 No
£70,001 - £80,000	2	2
£100,001 - £110,000	1	-
£140,001 - £150,000	-	1

3 (2014 - 3) of the above employees participated in the Teachers' Pension Scheme.

### 10 Related party transactions - Trustees' remuneration and expenses

One or more Governors has been paid remuneration or has received other benefits from an employment with the Academy Trust. The principal and other staff Governors only receive remuneration in respect of services they provide undertaking the roles of principal and staff members under their contracts of employment, and not in respect of their role as Governors. The value of Governors' remuneration and other benefits was as follows:

Mr P D Earnshaw (Headteacher):

Remuneration: £115,000 - £120,000 (2014 - £Nil)

Employer's pension contributions: £10,000 - £15,000 (2014 - £Nil)

Ms J A Potts (Headteacher):

Remuneration: £Nil (2014 - £160,000 - £165,000)

Employer's pension contributions: £Nil (2014 - £15,000 - £20,000)

Ms J Bewley (Staff governor):

Remuneration: £50,000 - £55,000 (2014 - £50,000 - £55,000)

Employer's pension contributions: £5,000 - £10,000 (2014 - £5,000 - £10,000)

Mr M Downs (Staff governor):

Remuneration: £55,000 - £60,000 (2014 - £55,000 - £60,000)

Employer's pension contributions: £5,000 - £10,000 (2014 - £5,000 - £10,000)

Ms C A King (Staff governor):

Remuneration: £15,000 - £20,000 (2014 - £55,000 - £60,000)

Employer's pension contributions: £0 - £5,000 (2014 - £5,000 - £10,000)

Mrs L G Downie (Staff governor):

Remuneration: £40,000 - £45,000 (2014 - £Nil)

Employer's pension contributions: £5,000 - £10,000 (2014 - £Nil)

Ms J Bewley resigned 31/08/2015

Ms C A King term expired 31/10/2014

Mrs L G Downie was appointed 01/11/2014

## Highcliffe School

### Notes to the Financial Statements for the Year Ended 31 August 2015 (continued)

#### 10 Related party transactions - Trustees' remuneration and expenses (continued)

Other related party transactions involving the Governors are set out in note 24.

#### 11 Trustees' and officers' insurance

In accordance with normal commercial practice the Academy has purchased insurance to protect governors and officers from claims arising from negligent acts, errors or omissions occurring whilst on Academy business. The insurance provides cover up to £2,000,000 on any one claim and the cost for the year ended 31 August 2015 was £Nil (2014 - £861).

The cost of this insurance is included in the total insurance cost.

#### 12 Tangible fixed assets

	Freehold land and buildings £ 000	Furniture and equipment £ 000	Motor vehicles £ 000	Computer equipment £ 000	Total £ 000
<b>Cost</b>					
At 1 September 2014	18,419	21	87	74	18,601
Additions	26	21	-	21	68
At 31 August 2015	18,445	42	87	95	18,669
<b>Depreciation</b>					
At 1 September 2014	992	17	46	16	1,071
Charge for the year	319	8	16	25	368
At 31 August 2015	1,311	25	62	41	1,439
<b>Net book value</b>					
At 31 August 2015	17,134	17	25	54	17,230
At 31 August 2014	17,427	4	41	58	17,530

#### 13 Debtors

	2015 £ 000	2014 £ 000
Trade debtors	11	3
Prepayments	170	133
VAT recoverable	70	37
	251	173

## Highcliffe School

### Notes to the Financial Statements for the Year Ended 31 August 2015 (continued)

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

	2015 £ 000	2014 £ 000
Trade creditors	153	53
Other taxation and social security	107	15
Other creditors	22	-
Pension scheme creditor	87	177
Accruals and deferred income	213	233
	<u>582</u>	<u>478</u>

	2015 £ 000
<b>Deferred income</b>	
Deferred income at 1 September 2014	170
Resources deferred in the period	176
Amounts released from previous periods	<u>(170)</u>
Deferred income at 31 August 2015	<u>176</u>

At the balance sheet date the Academy Trust was holding funds received in advance for trips which will take place in the new financial year, as well as funds received in advance on grants which cover the year to 31 March 2016.

## Highcliffe School

### Notes to the Financial Statements for the Year Ended 31 August 2015 (continued)

#### 15 Funds

	Balance at 1 September 2014 £ 000	Incoming resources £ 000	Resources expended £ 000	Gains, losses and transfers £ 000	Balance at 31 August 2015 £ 000
<b>Restricted general funds</b>					
General Annual Grant (GAG)	218	6,710	(6,927)	98	99
Pupil Premium	24	172	(173)	-	23
Other DfE grants	43	23	(7)	-	59
LEA and other grants	-	56	(56)	-	-
Trips	-	170	(170)	-	-
	<u>285</u>	<u>7,131</u>	<u>(7,333)</u>	<u>98</u>	<u>181</u>
<b>Restricted fixed asset funds</b>					
Donation from Local Authority	17,245	-	(284)	-	16,961
DfE capital funding	68	40	(29)	-	79
Other donations	57	-	(3)	-	54
Capital expenditure from GAG	160	-	(51)	27	136
	<u>17,530</u>	<u>40</u>	<u>(367)</u>	<u>27</u>	<u>17,230</u>
<b>Restricted pension funds</b>					
Pension reserve	<u>(1,689)</u>	<u>-</u>	<u>-</u>	<u>(69)</u>	<u>(1,758)</u>
Total restricted funds	16,126	7,171	(7,700)	56	15,653
<b>Unrestricted funds</b>					
Unrestricted general funds	<u>496</u>	<u>363</u>	<u>(374)</u>	<u>-</u>	<u>485</u>
Total funds	<u><u>16,622</u></u>	<u><u>7,534</u></u>	<u><u>(8,074)</u></u>	<u><u>56</u></u>	<u><u>16,138</u></u>



## Highcliffe School

### Notes to the Financial Statements for the Year Ended 31 August 2015 (continued)

#### 15 Funds (continued)

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

General Annual Grant (GAG) - The Academy's principal funding stream received from the Education Funding Agency (EFA).

A transfer has been made from GAG into the fixed asset fund to cover additional capital purchases during the year not funded by specific capital income.

Pupil premium - DfE funding to address inequalities between children eligible for free school meals and their wealthier peers by ensuring that funding reaches the pupils who need it most.

Other DfE grants - Other specific grants from the DfE including grants for bursary funding, assistance with the cost of reporting requirements and PE teacher grants.

LEA and other grants - Other grants from the Local Education Authority including for teacher training and skills support.

Pension reserve - The deficit on the Local Government Pension Scheme has been recognised against restricted funds in order to match it against GAG as recommended by the Academies Accounts Direction.

Trips - Contributions from students towards trips and events run by the school. Where a surplus above a set limit is generated on a specific trip, this is returned to the students.

Restricted fixed asset funds - Funding for capital items and projects. This also includes an element of capital spend funded from GAG.

Under the funding agreement with the Secretary of State, the Academy Trust was not subject to a limit on the amount of GAG that it could carry forward at 31 August 2015

#### 16 Analysis of net assets between funds

Fund balances at 31 August 2015 are represented by:

	<b>Unrestricted funds £ 000</b>	<b>Restricted general funds £ 000</b>	<b>Restricted fixed asset funds £ 000</b>	<b>Total funds £ 000</b>
Tangible fixed assets	-	-	17,230	17,230
Current assets	485	763	-	1,248
Current liabilities	-	(582)	-	(582)
Pension scheme liability	-	(1,758)	-	(1,758)
Total net assets	<u>485</u>	<u>(1,577)</u>	<u>17,230</u>	<u>16,138</u>

## Highcliffe School

### Notes to the Financial Statements for the Year Ended 31 August 2015 (continued)

#### 17 Financial commitments

##### *Operating leases*

At 31 August 2015 the Academy had annual commitments under non-cancellable operating leases as follows:

##### Operating leases which expire:

	2015 £ 000	2014 £ 000
<b>Other</b>		
Within one year	7	-
Within two to five years	<u>-</u>	<u>7</u>
	<u>7</u>	<u>7</u>

#### 18 Reconciliation of net expenditure to net cash inflow/(outflow) from operating activities

	2015 £ 000	2014 £ 000
Net expenditure	(540)	(334)
Depreciation	368	350
Donated capital and capital grants	(40)	(43)
Interest receivable	(3)	(2)
FRS 17 interest on defined benefit pension scheme	43	52
FRS17 service cost adjustment	82	67
(Increase)/decrease in debtors	(78)	3
Increase/(decrease) in creditors	<u>104</u>	<u>(11)</u>
Net cash (outflow)/inflow from operating activities	<u>(64)</u>	<u>82</u>

#### 19 Returns on investments and servicing of finance

	2015 £ 000	2014 £ 000
Interest received	<u>3</u>	<u>2</u>
Net cash inflow from returns on investments and servicing of finance	<u>3</u>	<u>2</u>

## Highcliffe School

### Notes to the Financial Statements for the Year Ended 31 August 2015 (continued)

#### 20 Capital expenditure and financial investment

	2015 £ 000	2014 £ 000
Purchase of tangible fixed assets	(68)	(73)
Capital grants from DfE	40	43
Net cash outflow from capital expenditure and financial investment	<u>(28)</u>	<u>(30)</u>

#### 21 Analysis of changes in net funds

	At 1 September 2014 £ 000	Cash flows £ 000	At 31 August 2015 £ 000
Cash at bank and in hand	<u>1,086</u>	<u>(89)</u>	<u>997</u>

#### 22 Members' liability

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

#### 23 Pension and similar obligations

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

The pension costs are assessed in accordance with the advice of independent qualified actuaries. The latest actuarial valuation of the TPS related to the period ended 31 March 2012 and of the LGPS 31 March 2013.

Contributions amounting to £(86,589) (2014 - £(176,605)) were payable to the schemes at 31 August and are included within creditors.

#### Teachers' Pension Scheme

##### Introduction

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pensions Regulations (2010) and, from 1 April 2014, by the Teachers' Pension Scheme Regulations 2014. Membership is automatic for full-time teachers in academies and, from 1 January 2007, automatic for teachers in part-time employment following appointment or a change of contract, although they are able to opt out.

## Highcliffe School

### Notes to the Financial Statements for the Year Ended 31 August 2015 (continued)

#### 23 Pension and similar obligations (continued)

The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis - these contributions along with those made by employers are credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

##### Valuation of the Teachers' Pension Scheme

Not less than every four years the Government Actuary, using normal actuarial principles, conducts a formal actuarial review of the TPS in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014 published by HM Treasury. The aim of the review is to specify the level of future contributions. Actuarial scheme valuations are dependent on assumptions about the value of future costs, design of benefits and many other factors. The latest actuarial valuation of the TPS was carried out as at 31 March 2012 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 9 June 2014.

The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 16.48% of pensionable pay (including a 0.08% employer administration charge (currently 14.1%))
- total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £191,500 million, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £176,600 million giving a notional past service deficit of £14,900 million
- an employer cost cap of 10.9% of pensionable pay will be applied to future valuations
- the assumed real rate of return is 3.0% in excess of prices and 2% in excess of earnings. The rate of real earnings growth is assumed to be 2.75%. The assumed nominal rate of return is 5.06%

During the year the employer contribution rate was 14.1%. The TPS valuation for 2012 determined an employer rate of 16.4% from September 2015, which will be payable during the implementation period until the next valuation as at March 2016, whereupon the employer contribution rate is expected to be reassessed and will be payable from 1 April 2019.

The pension costs paid to TPS in the period amounted to £520,150(2014: £520,240).

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

Under the definitions set out in Financial Reporting Standard 17 (FRS 17) Retirement Benefits, the TPS is a multi-employer pension scheme. The Academy Trust has accounted for its contributions to the scheme as if it were a defined contribution scheme. The Academy Trust has set out above the information available on the scheme.

##### Local government pension scheme

The LGPS is a funded defined-benefit scheme, with the assets held in separate trustee-administered funds. The total contribution made for the year ended 31 August 2015 was £181,000 (2014 - £182,000), of which employer's contributions totalled £135,000 (2014 - £139,000) and employees' contributions totalled £46,000 (2014 - £43,000). The agreed contribution rates for future years are 20.2% per cent for employers and 5.5% to 7.2% per cent for employees.

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

## Highcliffe School

### Notes to the Financial Statements for the Year Ended 31 August 2015 (continued)

#### 23 Pension and similar obligations (continued)

##### Principal actuarial assumptions

	At 31 August 2015 %	At 31 August 2014 %
Rate of increase in salaries	4.10	4.10
Rate of increase for pensions in payment/inflation	2.60	2.60
Discount rate for scheme liabilities	4.00	3.90
Inflation assumptions (CPI)	2.60	2.60
RPI increases	<u>3.50</u>	<u>3.40</u>

##### Sensitivity analysis

A sensitivity analysis for the principal assumptions used to measure scheme liabilities is set out below:

	+ 0.1% £ 000	0.0% £ 000	- 0.1% £ 000
<b>Adjustment to discount rate</b>			
Present value of total obligation	3,239	3,308	3,379
Projected service cost	<u>211</u>	<u>216</u>	<u>221</u>
	+ 0.1% £ 000	0.0% £ 000	- 0.1% £ 000
<b>Adjustment to rate of salary growth</b>			
Present value of total obligation	3,321	3,308	3,295
Projected service cost	<u>216</u>	<u>216</u>	<u>216</u>
	+ 1 Year £ 000	None £ 000	- 1 Year £ 000
<b>Adjustment to mortality age rating assumption</b>			
Present value of total obligation	3,397	3,308	322
Projected service cost	<u>222</u>	<u>216</u>	<u>211</u>

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

	At 31 August 2015	At 31 August 2014
<b>Retiring today</b>		
Males retiring today	22.80	22.70
Females retiring today	25.20	25.10
<b>Retiring in 20 years</b>		
Males retiring in 20 years	25.10	24.90
Females retiring in 20 years	<u>27.60</u>	<u>27.40</u>

The Academy Trust's share of the assets and liabilities in the scheme were:

## Highcliffe School

### Notes to the Financial Statements for the Year Ended 31 August 2015 (continued)

#### 23 Pension and similar obligations (continued)

	At 31 August 2015 £ 000	At 31 August 2014 £ 000
Equities	858	743
Gilts	184	273
Property	157	125
Cash	60	126
Other	<u>291</u>	<u>97</u>
Total market value of assets	1,550	1,364
Present value of scheme liabilities - funded	<u>(3,308)</u>	<u>(3,053)</u>
Deficit in the scheme	<u>(1,758)</u>	<u>(1,689)</u>

The expected rates of return were:

	At 31 August 2015 %	At 31 August 2014 %
Equities	5.60	6.90
Gilts	5.60	3.00
Property	5.60	5.90
Cash	5.60	2.90
Other	<u>5.60</u>	<u>6.90</u>

The expected return on assets is based on the long-term future expected investment return for each asset class at the beginning of the period. The returns on gilts and other bonds are assumed to be the gilt yield and corporate bond yield (with an adjustment to reflect the default risk) respectively at the relevant date. The returns on equities and property are then assumed to be a margin above gilt yields.

The actual return on scheme assets was £68,000 (2014 - £156,000).

The expected rates of return for 2015 are set equal to the discount rate (as per the forthcoming FRS 102 disclosure requirements).

# Highcliffe School

## Notes to the Financial Statements for the Year Ended 31 August 2015 (continued)

### 23 Pension and similar obligations (continued)

#### Amounts recognised in the statement of financial activities

	2015 £ 000	2014 £ 000
Current service cost	<u>217</u>	<u>206</u>
Total operating charge	<u><u>217</u></u>	<u><u>206</u></u>

#### Analysis of pension finance income/(costs)

	2015 £ 000	2014 £ 000
Expected return on pension scheme assets	80	67
Interest on pension liabilities	<u>(123)</u>	<u>(119)</u>
Pension finance costs	<u><u>(43)</u></u>	<u><u>(52)</u></u>

The actuarial gains and losses for the current year are recognised in the statement of financial activities. The cumulative amount of actuarial gains and losses recognised in the statement of financial activities since the adoption of FRS 17 is (£545,000) (2014 - (£601,000)).

#### Movements in the present value of defined benefit obligation

	2015 £ 000	2014 £ 000
At 1 September	3,053	2,417
Current service cost	217	206
Interest cost	123	119
Employee contributions	46	43
Actuarial (gains)/losses	(68)	306
Benefits paid	<u>(63)</u>	<u>(38)</u>
At 31 August	<u><u>3,308</u></u>	<u><u>3,053</u></u>

#### Movements in the fair value of Academy Trust's share of scheme assets

	2015 £ 000	2014 £ 000
At 1 September	1,364	1,205
Expected return on assets	80	67
Actuarial losses	(12)	(52)
Employer contributions	135	139
Employee contributions	46	43
Benefits paid	<u>(63)</u>	<u>(38)</u>
At 31 August	<u><u>1,550</u></u>	<u><u>1,364</u></u>

The estimated value of employer contributions for next period is £142,000 (2014 - £127,000).

#### History of experience adjustments

Amounts for the current and previous 4 periods are as follows:

## Highcliffe School

### Notes to the Financial Statements for the Year Ended 31 August 2015 (continued)

#### 23 Pension and similar obligations (continued)

	2015 £ 000	2014 £ 000	2013 £ 000	2012 £ 000	2011 £ 000
Present value of scheme liabilities	(3,308)	(3,053)	(2,417)	(1,977)	(1,311)
Fair value of scheme assets	<u>1,550</u>	<u>1,364</u>	<u>1,205</u>	<u>894</u>	<u>573</u>
Deficit in the scheme	<u>(1,758)</u>	<u>(1,689)</u>	<u>(1,212)</u>	<u>(1,083)</u>	<u>(738)</u>
	<b>2015</b> £ 000	<b>2014</b> £ 000	<b>2013</b> £ 000	<b>2012</b> £ 000	<b>2011</b> £ 000
Experience adjustments arising on scheme assets		(12)	(52)	89	52
Experience adjustments arising on scheme liabilities		<u>-</u>	<u>(101)</u>	<u>-</u>	<u>-</u>

Comparative figures have not been restated as permitted by FRS 17.

#### 24 Related party transactions

There were no related party transactions in the year.

#### 25 Agency arrangements

The Academy Trust distributes 16-19 bursary funds to students as an agent for the EFA. In the accounting period ending 31 August 2015 the trust received £31,377 and disbursed £11,626 from the fund. An amount of £19,751 is included in other creditors relating to undistributed funds that is repayable to EFA.