

# Archbishop Benson Church of England Primary School

(A company limited by guarantee)

Annual Report and Financial Statements

Year Ended 31 August 2023

Company Registration number: 07705878 (England and Wales)

# Archbishop Benson Church of England Primary School

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# Archbishop Benson Church of England Primary School

## Reference and administrative details

<b>Members</b>	Mr J Miller Mr J Larkin (resigned 12 September 2022) Mr L Moscato Father C Epps (appointed 1 November 2022)
<b>Trustees (Directors)</b>	Mrs M J Hoare (Chair of Trustees) Mrs A Colwill (resigned 31 July 2023) Mrs H Giblett (Head Teacher) (accounting officer) Mrs M Rowson Ms J Webster Mrs G Miner (resigned 12 September 2022) Mr M Williams Ms M Eastburn-Cutts (resigned 29 November 2022) Reverend W Harwood Mr J Wood Mr M Weeks Mr D Galler Mr A Dyer (appointed 29 September 2022) Mr P Batten (appointed 15 February 2023) Mrs J Allies (appointed 24 October 2023)
<b>Senior Management Team</b>	Mrs H Giblett, Head Teacher Mrs C M Power, Deputy Head Teacher Mrs H Allies, Assistant Head Teacher
<b>Principal and Registered Office</b>	Archbishop Benson Church of England Primary School Bodmin Road Truro Cornwall TR1 1BN
<b>Company Registration Number</b>	07705878
<b>Independent Auditors</b>	PKF Francis Clark Statutory Auditor Lowin House Tregolls Road Truro TR1 2NA
<b>Bankers</b>	Lloyds Bank Plc 7 Boscawen Street Truro Cornwall TR1 2QT

# **Archbishop Benson Church of England Primary School**

## **Trustees Report for the Year Ended 31 August 2023**

### **Strategic Report**

The Trustees present their annual report together with the financial statements and auditor's report of the charitable company for the year ended 31 August 2023. The annual report serves the purposes of both a Trustees' report, and a Directors' report and strategic report under company law.

The Trust operates an academy for pupils aged 4 to 11, serving a community and catchment area in Truro, Cornwall. It has a school published admission number (PAN) of 436 (and pupil capacity of 436), and had a roll of 422 in the school census in October 2023.

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

#### ***Constitution***

The Academy Trust is a company limited by guarantee and an exempt charity. The charitable company's memorandum and Articles of Association are the primary governing documents of the Academy Trust. These were amended and agreed by the Trustee board on 14th March 2020. The Trustees of Archbishop Benson Church of England Primary School are also the directors of the charitable company for the purposes of company law.

Details of the Trustees who served during the year 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.

#### ***Trustees' Indemnities***

The Academy Trust through its Articles has indemnified its Trustees to the fullest extent permissible by law. During the period the Academy Trust also purchased and maintained liability insurance for its Trustees.

# **Archbishop Benson Church of England Primary School**

## **Trustees Report for the Year Ended 31 August 2023 (continued)**

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

There is no requirement for ABB to have an LA Governor Board as we are an academy and not an Local Authority maintained school.

It is a statutory requirement that we have foundation governors on our Trustees Board as a Church School. We are committed to having a minimum of a quarter of our Trustees as foundation governors. The Trustees Board will always include the headteacher, the Vice Chairperson and the school's current incumbent.

The school's Diocesan incumbent is ex-officio.

Parent Trustees are elected by the parents or guardians of registered pupils at the Academy; a Parent Trustee must be a parent of a pupil at the Academy at the time when they are elected. Any election of Parent Trustees which is contested is held by secret ballot. The number of Parent Trustees required may be made up by Parent Trustees appointed by the Governing Body.

Trustees may appoint up to two co-opted Trustees. A co-opted Trustee is a person who is appointed to be a Trustee by being co-opted by Trustees who have not been so appointed.

Election of the Chair and Vice Chair(s) of Trustees is held annually. Trustees nominate before the meeting at which the election is held, and the election is conducted by a show of hands where there is one candidate, or by secret ballot where there is more than one candidate.

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

All new Trustees are assigned an experienced Trustee mentor to assist them in taking on their new responsibilities. New Trustees are also expected to attend the 'Induction for New Governors' training course provided by Cornwall Council, or a suitable equivalent.

# Archbishop Benson Church of England Primary School

## Trustees Report for the Year Ended 31 August 2023 (continued)

### *Organisational Structure*

The management structure consists of four levels: the Members of the Academy Trust, the Trustees, the Leadership Group and the Senior Leadership Team.

The Members of the Academy Trust comprise the signatories of the Memorandum, including the Chair of Trustees. The Members have defined the roles of the Trustees and the committee structure. The Members meet periodically to appoint Trustees, to have oversight of the strategic direction of the Academy Trust, and to review progress against the objectives for the Academy Trust.

Each Trustee, in addition to being a member of the full Governing Board, is a member of one or more of the following committees or focus groups:

Committees: Quality of Education, Ethos, Business & Compliance (including Personnel, Pay & Performance) & Appeals Panel.

Focus groups: Governor Strategy Group.

The Governing Board and its committees operate in accordance with documented terms of reference. The full Governing Board meets twice per term, and the other committees meet twice per term or as required.

The Senior Leadership Team comprises the Head Teacher (HT), the Deputy Head Teacher (DHT) and the Assistant Head Teacher (AHT), who have the executive responsibility for implementing the Trustees' policies and delivering on the objects of the Articles of Association.

The work of the Leadership Group is supported by,

- The Senior Leadership Team which includes the HT, the DHT, the AHT and the two teachers who are Phase Leaders in each of the three 'phases' of the school (EYFS/Y1, Y2/3, and Y4-6).
- The Business Management Group which includes the HT, the DHT and the School Finance Manager (FM)

In accordance with the Academy Trust Handbook, the Trustees have appointed the Head Teacher as the Accounting Officer, and the School Business Manager as the Principal Finance Officer.

### ***Arrangements for setting pay and remuneration of key management personnel***

None of the Trustees are paid for their role as Trustees; members of staff who are Trustees (namely the Head Teacher) receive payment for their operational role in the academy only.

Pay and remuneration of key management personnel is set in line with national guidelines and policies, and links pay to performance. This is encapsulated in the whole school Pay Policy. There is a robust process of performance management for all staff within the school, with progression linked to successful completion of agreed objectives. For the Head Teacher, the Trustees operate a Head Teacher Performance Management Review Panel within the Business and Compliance committee; this panel receives support from a School Improvement Partner in setting and monitoring the Head Teacher's objectives.

## Archbishop Benson Church of England Primary School

### Trustees Report for the Year Ended 31 August 2023 (continued)

#### *Trade union facility time*

##### Relevant union officials

Number of employees who were relevant union officials during the relevant period	Full-time equivalent employee number
1	1

#### Percentage of time spent on facility time

Percentage of time

0%

Number of employees

1

No time was spent on paid trade union activities by any employee and as a result there was no cost.

#### ***Related Parties and other Connected Charities and Organisations***

Archbishop Benson C of E Primary School works in partnership within the Truro and Roseland Learning Community - a group of 20 primary and secondary schools, a special school and Truro College.

In addition, the smaller group of Penair Partnership schools (comprising of 8 primary schools and a secondary school) continues to collaborate on strategic and operational matters.

The Academy Trust also supports education through its family of church schools within the Diocese of Truro.

# Archbishop Benson Church of England Primary School

## Trustees Report for the Year Ended 31 August 2023 (continued)

### Objectives and activities

#### *Objectives and Aims*

The Academy Trust's objective is to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing, by establishing, maintaining, carrying on, managing and developing a Church of England Academy designated as such which shall be conducted in accordance with the principles, practices and tenets of the Church of England both generally and in particular in relation to arranging for religious education and daily acts of worship and offering a broad and balanced curriculum.

In relation to the ethos and religious education provided at the Academy the Trustees shall have regard to any advice and follow any directives issued by the Diocesan Corporate Member.

The Academy Trust provides education for pupils of different abilities, who are drawn from the Deanery of Powder in which the Academy Trust is situated.

The aims of the Academy Trust are to:

- enable each child to achieve their potential in levels of academic maturity, creativity, physical development and independence;
- educate in the principles of the Christian Faith promoting moral values, tolerance of other races, religions and ways of life;
- awaken and develop the child's sense of self-worth;
- equip the children to be able to make a positive contribution to the society in which they live;
- enrich children's lives.

The main objectives for the 2022/23 academic year were:

#### **2022 - 2023 SIP PRIORITY 1: QUALITY OF CURRICULUM**

- Leaders take on or construct a curriculum that is ambitious and designed to give all learners, particularly the most disadvantaged and those with SEND or high needs, the knowledge and cultural capital they need to succeed in life
- The provider's curriculum is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning and employment
- The provider has the same ambitions for almost all learners. Where this is not practical - for example, for some learners with high levels of SEND - its curriculum is designed to be ambitious and to meet their needs
- Learners study the full curriculum; it is not narrowed. In primary schools, a broad range of subjects (exemplified by the national curriculum) is taught in key stage 2 throughout each and all of Years 3
- Leaders focus on improving staff's subject, pedagogical and pedagogical content knowledge to enhance the teaching of the curriculum. The practice and subject knowledge of staff are built up and improve over time
- Those responsible for governance understand their role and carry this out effectively. They hold leaders to account for the quality of education or training



# Archbishop Benson Church of England Primary School

## Trustees Report for the Year Ended 31 August 2023 (continued)

- The curriculum extends beyond the academic, technical or vocational. It provides for learners' broader development, enabling them to develop and discover their interests and talents
- How well the school's staff and leaders apply their Christian vision to ensure curriculum and extra-curricular opportunities meet the academic and spiritual needs of all learners

### 2022 - 2023 SIP PRIORITY 2: QUALITY OF TEACHING, LEARNING & ASSESSMENT

- Teachers to have good knowledge of the subject(s) and courses they teach. Leaders provide effective support for those teaching outside their main areas of expertise
- Teachers present subject matter clearly, promoting appropriate discussion about the subject matter they are teaching. They check learners' understanding systematically, identify misconceptions accurately and provide clear, direct feedback. In doing so, they respond and adapt their teaching as necessary, without unnecessarily elaborate or differentiated approaches
- Teachers create an environment that allows the learner to focus on learning. The resources and materials that teachers select - in a way that does not create unnecessary workload for staff - reflect the provider's ambitious intentions for the course of study and clearly support the intent of a coherently planned curriculum, sequenced towards cumulatively sufficient knowledge and skills for future learning and employment
- The work given to pupils is demanding and matches the aims of the curriculum in being coherently planned and sequenced towards cumulatively sufficient knowledge.
- Reading is prioritised to allow pupils to access the full curriculum offer.
- A rigorous and sequential approach to the reading curriculum develops pupils' fluency, confidence and enjoyment in reading. At all stages, reading attainment is assessed and gaps are addressed quickly and effectively for all pupils. Reading books connect closely to the phonics knowledge pupils are taught when they are learning to read.
- The sharp focus on ensuring that younger children and those at the early stages of reading gain phonics knowledge and language comprehension necessary to read, and the skills to communicate, gives them the foundations for future learning.
- Teachers ensure that their own speaking, listening, writing and reading of English support pupils in developing their language and vocabulary well.

### 2022 - 2023 SIP PRIORITY 3: QUALITY OF IMPACT ON PUPIL OUTCOMES

- Learners develop detailed knowledge and skills across the curriculum and, as a result, achieve well. This is reflected in the work pupils produce.
- Where available, impact is reflected in results from national tests and examinations that meet government expectations, or in the qualifications obtained. Teacher assessed grades from 2020 and 2021 will not be used to assess impact.
- Pupils are ready for the next stage of education, employment or training. They have the knowledge and skills they need and, where relevant, they gain qualifications that allow them to go on to destinations that meet their interests and aspirations and the intention of their course of study. Pupils with SEND achieve the best possible outcomes.
- Pupils read widely and often, with fluency and comprehension appropriate to their age. They are able to apply mathematical knowledge, concepts and procedures appropriately for their age.
- Those responsible for governance understand their role and carry this out effectively. They ensure that the provider has a clear vision and strategy and that resources are managed well. They hold leaders to account for the quality of education or training
- Learners have high attendance and are punctual

# Archbishop Benson Church of England Primary School

## Trustees Report for the Year Ended 31 August 2023 (continued)

### 2022 - 2023 SIP PRIORITY 4: LEADERSHIP & MANAGEMENT

- How well the school has developed and implemented an inclusive and distinctive Christian vision, monitoring its impact to ensure the school's original foundation is maintained.
- How well the school lives out that Christian vision in relationships and partnerships with key stakeholders.
- Leaders have a clear and ambitious vision for providing high-quality education to all pupils. This is realised through strong, shared values, policies and practice. This vision has been maintained throughout the pandemic and beyond/during the transitional period.
- Leaders focus on improving staff's subject, pedagogical and pedagogical content knowledge to enhance the teaching of the curriculum and the appropriate use of assessment. The practice and subject knowledge of staff are built up and improve over time. This includes building teachers' expertise in remote education.
- Leaders aim to ensure that all learners complete their programmes of study. They provide the support for staff to make this possible. They create an inclusive culture and do not allow gaming or off-rolling.
- Leaders engage effectively with learners and others in their community, including - where relevant - parents, carers, employers and local services. Engagement opportunities are focused and have purpose.
- Leaders engage with their staff and are aware and take account of the main pressures on them. They are realistic and constructive in the way that they manage staff, including their workload. This includes managing staff workloads proactively in response to COVID-19 and beyond/during the transitional period.
- Leaders protect their staff from bullying and harassment.
- Those responsible for governance understand their role and carry this out effectively. They ensure that the provider has a clear vision and strategy and that resources are managed well. They hold leaders to account for the quality of education or training
- Those with responsibility for governance ensure that the provider fulfils its statutory duties, for example under the Equality Act 2010, and other duties, for example in relation to the 'Prevent' strategy and safeguarding, and promoting the welfare of learners
- The provider has a culture of safeguarding that supports effective arrangements to:
  - Identify learners who may need early help or who are at risk of neglect, abuse, grooming or exploitation
  - Help learners reduce their risk of harm by securing the support they need, or referring in a timely way to those who have the expertise to help
  - Manage safe recruitment and allegations about adults who may be a risk to learners and vulnerable adults.

### 2022 - 2023 SIP PRIORITY 5: BEHAVIOUR & ATTITUDES

- The school has high expectations for pupils' behaviour and conduct. These expectations are commonly understood and applied consistently and fairly. This is reflected in pupils' positive behaviour and conduct.
- Low-level disruption is not tolerated and pupils' behaviour does not disrupt lessons or the day-to-day life of the school. Leaders support all staff well in managing pupils' behaviour. Staff make sure that pupils follow appropriate routines.
- Pupils' attitudes to their education are positive. They are committed to their learning, know how to study effectively and do so, are resilient to setbacks and take pride in their achievements.

## **Archbishop Benson Church of England Primary School**

### **Trustees Report for the Year Ended 31 August 2023 (continued)**

- Leaders, staff and pupils create a positive environment in which bullying is not tolerated. If bullying, aggression, discrimination and derogatory language occur, they are dealt with quickly and effectively and are not allowed to spread.
- There is demonstrable improvement in the behaviour and attendance of pupils who have particular needs.
- Relationships among pupils and staff reflect a positive and respectful culture; pupils are safe and they feel safe.
- Pupils have high attendance, within the context of the pandemic. They come to school on time and are punctual to lessons. When this is not the case, the school takes appropriate, swift and effective action.
- Fixed-term and internal exclusions are used appropriately. The school reintegrates excluded pupils on their return and manages their behaviour effectively. Permanent exclusions are used appropriately as a last resort (see statutory guidance on school exclusion).
- How well the school's Christian vision promotes social and cultural development through the practice of forgiveness and reconciliation that encourages good mental health, and enables all to flourish and live well together.
- How well the school's Christian vision creates an environment that embraces difference where all pupils, whatever their background or ability, can flourish because all are treated with dignity and respect.

#### **2022 - 2023 SIP PRIORITY 6. PERSONAL DEVELOPMENT**

- The curriculum extends beyond the academic, vocational or technical and provides for pupils' broader development.
- The school's work to enhance pupils' spiritual, moral, social and cultural development is of a high quality.
- The curriculum and the school's effective wider work support pupils to be confident, resilient and independent, and to develop strength of character.
- The school provides high-quality pastoral support.
- Pupils know how to eat healthily, maintain an active lifestyle and keep physically and mentally healthy. They have an age-appropriate understanding of healthy relationships. (PSHE & PE)
- The school provides a wide range of opportunities to nurture, develop and stretch pupils' talents and interests. Pupils appreciate these and make good use of them.
- The school prepares pupils for life in modern Britain effectively, developing their understanding of the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.
- The school promotes equality of opportunity and diversity effectively. As a result, pupils understand, appreciate and respect difference in the world and its people, including the things we share in common across cultural, religious, ethnic and socio-economic communities.
- Pupils engage with views, beliefs and opinions that are different from their own in considered ways. They show respect for the different protected characteristics as defined in law and no forms of discrimination are tolerated.
- The school provides pupils with meaningful opportunities to understand how to be responsible, respectful, active citizens who contribute positively to society. Pupils know how to discuss and debate issues and ideas in a considered way.

# Archbishop Benson Church of England Primary School

## Trustees Report for the Year Ended 31 August 2023 (continued)

### 2022 - 2023 SIP PRIORITY 7. INCLUSION, SAFEGUARDING & WELFARE

- Inspectors will always report on whether arrangements for safeguarding learners are effective.
- The school has a culture of safeguarding that supports effective arrangements to:
- Identify pupils who may need early help or who are at risk of neglect, abuse, grooming or exploitation.
- Help pupils reduce their risk of harm by securing the support they need, or referring them in a timely way to those who have the expertise to help; and manage safe recruitment and allegations about adults who may be a risk to pupils.

The main objectives for the 2023/24 academic year are:

### SIP PRIORITY 1: QUALITY OF CURRICULUM

#### 1. ABB Curriculum documentation

(Embedding of updated Subject Curriculum Overviews (with progression of skills & delivery model) for each foundation subject (make sure subject intent is clear about knowledge categories)

- How confident are FCLS with the status of their subject within our over-arching ABB curriculum & the current context of the school?

#### 2. ABB Curriculum coherence (What is our credible evidence for our decision making)

- Standardised format for new knowledge organiser e.g. same colour on all organisers for vocabulary section, knowledge categories
- Linking key sticky knowledge on KOs with cohort colour-coded Re-Visit Cards
- Standard set of teaching slides for all foundation subjects - Flashback, future knowledge

#### 3. Meaningful ABB curriculum enrichment within foundation curriculum, linked to cultural capital (levelling up)

- Further development of tiered ABB Enrichment Calendar linked to cultural capital
- Development of volunteering opportunities within ABB Curriculum and/or ABB Enrichment Calendar
- Set, agreed whole-school enrichment opportunities e.g. BHM, Earth Day
- Other cohort enrichment opportunities
- Develop sense of renewed excitement for & engagement with NC subjects and CHAIN topics through revisiting & re-naming our key enquiry questions
- Development of our own Curriculum Kernewek within our overall ABB Curriculum offer (seek LA SEC advice/guidance)

#### 4. Whole-school engagement in Oracy Voice 21 project (SIP GOVERNOR MONITORING FOCUS)

- To build high-quality oracy education into our ABB curriculum
- To respond to the number of our YR pupils, especially our disadvantaged pupils, who on-entry entry to ABB, have spoken language development significantly lower than their more advantaged peers
- To close these gaps as our pupils move through school.
- To develop learners who think critically

#### 5. Parental engagement with ABB Curriculum

- Create an ABB Curriculum leaflet for families & for school admissions pack ?
- How are we promoting this with pupils & with parents? - BoT introduction of topic overviews & KOs to families, weekly subject spotlight in newsletter & School Dojo in the Autumn term, creating of Meet the Team (as teachers & subject leaders) on the website

Coordinate plan for termly curriculum open afternoon (first week after half-term). Classes/classrooms open to parents 3 afternoons a year

# Archbishop Benson Church of England Primary School

## Trustees Report for the Year Ended 31 August 2023 (continued)

### 2023 - 2024 SIP PRIORITY 2: QUALITY OF TEACHING, LEARNING & ASSESSMENT

#### 1. Teaching of Reading:

- Implementation of new reading framework
- Review of Y2-6 related texts based on changes in curriculum coherence within ABB curriculum - a reading spine in Y2
- Changes to reading rewards and incentives across the school.
- Make use of Keeping Children Reading section within RWI Portal
- Other reading programmes/resources

#### 2. Teaching of Writing:

- How is RWI Spelling impacting on spelling outcomes
- Clear expectations around spelling expectation for pupils in their books - yellow dictionaries & recurring, mis-spelt words
- Consistent use of marking ladders - looking at graduated marking ladders (building on No Brainers, term on term)

#### 3. Teaching of Maths

- Agree whole-school approach to further developing fluency across the school including whole-school approach to energiser time for daily fluency (KS1 Primary Stars, KS2: Popcorn Maths with particular focus in Year 4 (multiplication tables)
- Agree whole-school approach to TTRS with weekly award.
- Expand use of Maths teaching resources beyond White Rose
- Looking to EEF Feedback to Improve in Maths and how it can link into our Feedback Policy & arrangements

#### 4. Teaching of Oracy

To build a culture of oracy by maximising opportunities for oracy for all students; students use their voices in meaningful contexts in and beyond the classroom. Across the school community, oracy is nurtured by every-day interactions and is visible, showcased and celebrated throughout school life

#### 5. Teaching & Learning -consolidation of ABB 5 a day QFT model (evidence-based)

Wave 1 (next step of EEF Metacognition & Self-Regulation model)

- Spotlight focus on Step 5 Guided Practice
- Development of ABB QFT prompts poster (link to lesson introduction slides)

Wave 2: EEF MBUTAs -interventions (evidential so it claimable through NTP) SIP GOVERNOR MONITORING FOCUS)

- Making use of whole-school intervention tracker to identify pupil need & avoid intervention duplication/repetition
- One protected intervention afternoon for every year group using HLTAs & TAs (overseen by HA)
- SIP Governor feedback: Moving forward, the next step is refining the systems and analysis so that they develop from being a series of isolated interventions based on individual gap analysis to a programme delivering more pupils achieving overall age-related expectations in core subjects.

#### 6. Quality of feedback - linked to EEF Feedback to improve (8-month impact) (evidence-based)

- (response to pupil survey feedback about pupils not being clear about how to improve their learning)
- Further developments with live marking e.g. effective use of visualiser for group/class live feedback, 1-1 review of writing in UKS2
- Do the children have the opportunities to look back & reflect with teachers
- Develop a more consistent approach to key elements of lesson - start off, have a go, moving on. Link this to ABB QFT prompts poster

#### 7. Ongoing refinement of drops-ins: (using coaching opportunities from Walk Through) - Sc/Maths/History spotlight focus

- Metacognition & Self-Regulation - Step 4 Modelling, Step 5 Guided Practice

# Archbishop Benson Church of England Primary School

## Trustees Report for the Year Ended 31 August 2023 (continued)

### 2023 - 2024 SIP PRIORITY 3: QUALITY OF IMPACT ON PUPIL OUTCOMES

#### 1. Quality of pupils' learning/work (SIP GOVERNOR MONITORING FOCUS)

Supporting pupils to be able to use declarative knowledge & Class Sticky Knowledge Pack (buzz vocabulary, sticky knowledge cards, prior learning, future learning) to make links within their learning  
Develop Talk Through My Learning exercise -

##### Core subjects:

What does this look like in Reading:

What does this look like in Writing: - pupils using KS2 blue books, Red Writing Books, PAGs

What does this look like in Maths

**Foundation subjects** -using evidence in pupils; books - subject job descriptions , KOs, feedback, marking ladders etc

Parental engagement: share dates for parental drop-ins to look at pupils' books with parents

#### 2. Formative assessment

##### Foundation subjects:

Embed half-termly POP process (intrinsic PoP moments/opportunities within day-to-day lessons) for Foundation subject assessments (Chris Quigley resources)

##### Core subjects:

Consistent, regular & accurate completion of formative assessment by all teachers on Target Tracker across the year.

Use of Target Tracker (a) for gap analysis, and (b) to ensure coverage

#### 3. Quality of Feedback

- Monitoring of consistent implementation of updated Feedback Policy

- Review and refine marking ladders - graduated with increasing No Brainers across the year

#### 4. Summative assessment/Data

- Development of EoKS2 Cohort Contextual Overviews

- Development of EoKS2 Cohort Achievement Overviews

- Termly data reporting to SLT evidencing pupil outcomes in PRWM

-information on formative assessment - SIMS strands & PAGS

-Summary feedback on impact of Wave 2 intervention

-Termly data drop including PP children

#### 5. CCL & FCL impact

-Evidence of high-quality learning outcomes within pupil's core \* foundation subject books

-CLs to complete Pupil Learning Log (?) as a record of how pupils' work & responses with pupil conferencing (e.g. Talk Through Your Learning) show that they know more, understand more and remember more

-Use of Padlet as an online floor book for scheme-based subjects

### 2023 - 2024 SIP PRIORITY 4: LEADERSHIP & MANAGEMENT

#### 1. Develop plan for long-term parental engagement (4 Pillars of Parental Engagement) (SIP GOVERNOR MONITORING FOCUS)

- Using Parental Engagement Audit to identify 2 priorities for 2023 - 2024 & work with LA SEC Advisor

- Create and maintain rolling Parental Engagement/Consultation spreadsheet for each cohort

- Pastoral feedback to parents in Autumn term- attendance, behaviour, SEND, inclusion

- Pupil progress feedback to parents in Spring term

- Development of FABB & volunteers programme

# Archbishop Benson Church of England Primary School

## Trustees Report for the Year Ended 31 August 2023 (continued)

### 2. Ongoing development of Foundation & Core Curriculum Leads

- Ensure clarity as to the termly monitoring foci for CCLs & FCLs (add BfL/LLD into monitoring proforma)
- Work with SEC Advisor to refine (workload reduction) our CCLs' & FCL's termly impact statement so that it is usable for governor monitoring and HT report (link this with SIP Governor monitoring of key/core areas) including the right strategic heading for Lead Governors to support their monitoring visits & committee meetings
- How do CCLs & FCL summarise their termly impact & subject status (secure/spotlight) - evidence back by the end of the day
- Be able to use termly impact statements to develop SIP spotlight subject nomination/selection process -
- Update 3 Year Teacher CPD programme to support continued, talent management,

### 3. Ongoing development of Leadership Group

#### • Staff Health & Wellbeing - continue workload reduction exercise -

- Adapt format of annual Staff Survey (including highlighting areas which have had SIP input as well as YSWD information) to assist staff with constructive & focused feedback
- Development of Staff Supervision policy & provision: Universal, Targeted - Lifetime Therapy, Specialist provision - LA EPS network (Home - Practice Supervisor Development Programme Repository ([rip.org.uk](http://rip.org.uk)))
- **Teachers:** create Workload Reduction action plan based on feedback from WR group
- **TAs:** Initiate whole-school TA development & retention programme: (a) continuity within year groups, (b) ongoing CPD - TIS, Fresh Start, (c) talent management and (d) regular supervision & support

#### SIAMS Readiness

- Pre-SIAMS inspection training for SLT
- Development of SIAMS inspection action plan
- Collaborative working with KLA Church Schools network

### 4. Ongoing development of Governance:

- Succession leadership
- Increase governor knowledge and expertise (a) refine termly SIP timeline to include key activities, dates/deadlines for governors, (b) share fortnightly bulletin with governors
- Annual Committees Strategic Overview, - what needs to be checked/monitored completely each term

## 2023 - 2024 SIP PRIORITY 5: BEHAVIOUR & ATTITUDES

### 1. Embedding whole-school approach to PBfL (SIP GOVERNOR MONITORING FOCUS)

(Character Education Benchmark B: What are our expectations of behaviour towards each other?)

- PBfL focus: positive recognition and reinforcement - every good act has ripple effect in the world
- Whole-school focus on uniform (one uniform, one team)
- Graduated approach to rewards across the school
- Focus on class pride/identity - what do we want to be, what is our motto?
- Whole-school review of use of class recognition boards
- Going for Gold horizon (from Re-Set to Gold)
- New Going for Gold monitors in each class
- Going for Gold class incentive - win £50 for an enterprise project

### 2. Whole-school review of lunchtime behaviour

(British Values 1: how are British values promoted in the culture and ethos of the school?)

- Hall rules and relentless routines, review of layout of tables etc, no KS1 children lining up in the hall after eating, one Junior class at a time in the hall

# Archbishop Benson Church of England Primary School

## Trustees Report for the Year Ended 31 August 2023 (continued)

- Making sure all staff (teachers & TA) are adhering to agreed play supervision rules & routines for pupils

- Playpod SPICE training

**3.How are SLT reviewing & responding to termly BfL data - PbfL/LLD data from drop-ins, CPOMS report, Bullying Log, termly Precision PBM Overviews**

**4.Embedding whole-school approach to Anti-Bullying (2022 - 2023 Inclusion/Anti-bullying strapline - We are One)**

(British Values 3: How does the school assist pupils in combating harassment and bullying?)

- Embed use of THINK and STOMP strategies.

- Consistency across the school in reporting & recording bullying & hate crimes on CPOMS by all staff

- How do we make use of Bullying Log & Hate Crime Log

- National anti-bullying campaign - Diana Awards: Don't Face It Alone

- Autumn anti-bullying focus: National Anti-Bullying Week - Make A Noise About Bullying + Positive Noticing Day

- Spring anti-bullying focus Safer Internet Day - Together for a better internet

- Summer anti-bullying focus r: Peace One Day (May 29?) International Day of UN Peacekeepers

**5.Let's Take 5!: An attitude of gratitude = explore Happy Attitudes (Sermon on the Mount)**

(Character Education Benchmark E: How well do we promote the value of volunteering and service to others?)

- Are age-appropriate expectations of volunteering and service to others clearly established?

- Are they effective in making pupils civic-minded and ready to contribute to society?

### 2023 - 2024 SIP PRIORITY 6. PERSONAL DEVELOPMENT

#### 1.2023-24: PD/SMSC focus: Reach for the Stars

- Raise pupils' career aspirations using (a) Positive Footprints network (raising aspirations) (Primary - Positive Footprints), (b) KS2 aspirations & careers: a collection of worlds of work resources (Twinkl)

- Inspirational speaker per half- term linked to CHAIN curriculum (recruit parent speakers)

- Half-termly event

#### 2.Pupil Health & Wellbeing - (SIP GOVERNOR MONITORING FOCUS)

- NB: What priority from analysis of pupil completion of LA SHEU survey ?

- SEMH relentless routines (refer to

- BoY/BoT SEMH relentless routines overview) e.g. WIWMTTK, All About Me profile, class bonding activities

- Whole-school approach to wellbeing activities after lunch (Calm Me time) e.g. MISP, yoga, mindful reflection. Graduated across KS1, LKS2, UKS2. How are pupils sharing & evidencing their learning within PSHE?

- Further embedding of whole-school approach to Boxall Profiling

#### 3.Equality (You, Me, We) (courageous advocacy)

- Work through A-Z Equality Book across the year

- Check out Andrew Moffatt resource - No Outsiders

- **School equality actions: (Character Education Benchmark F: How do we ensure that all our pupils benefit equally from what we offer?)**

- Work with School Council on how to adapt Mothers' & Fathers' Day to be more inclusive for all children/families

- Neurodivergent representation within pupil monitor role

- Review of extra-curricular provision and build in equality & tailored opportunities for identified groups of pupils



# Archbishop Benson Church of England Primary School

## Trustees Report for the Year Ended 31 August 2023 (continued)

### 4. Collective Worship

(British Values 12: How do we challenge opinions or behaviours that are contrary to fundamental British values?)

Make more regular use of news resources within worship such as Primary Picture News, BBC's Newsround and VotesforSchools, so our pupils are more exposed to the democratic world and to encourage questions and deeper understanding.

### 2023 - 2024 SIP PRIORITY 7. INCLUSION, SAFEGUARDING & WELFARE

#### 1. Response to LA H&S Review

- Create H&S Review response document.
- Create 2023 - 2024 H&S Action Plan (link to IL PM).
- Whole-school plan for tiered H&S training.
- Review of risk assessment arrangements.
- Ensure Fire Log is fully compliant in terms of documentation.
- Review consistency in completion of First Aid Arrangement slips.
- Use Sypol to complete CACRE sheets & make sure there is a Master File of all COSHH assessments.

#### 2. S175 safeguarding action plan

- Training: 2023 - 2024 safeguarding training overview & safeguarding training planner, whole-staff safeguarding training spreadsheet, Safeguarding & H&S policy declaration process (SIP GOVERNOR MONITORING FOCUS).
- Allegations & LLCs: New MAAS policy to be embedded & new process to be initiated for LLC, records to be logged and centrally stored, maintain LLC & Allegations Log

#### 3. Prepare for LA safeguarding audit (16.10.23) (in response to DfE Seeking Assurances letter)

#### 4. Explore capacity of EdGen modules

- Behaviour
- Safeguarding

#### 5. Safeguarding information-sharing within the school community

- Revamp Safeguarding Board (what do we have to have up there & what do we want up there),
- External notice board.
- Review of inclusion & safeguarding pages on the school website.
- Monthly bulletin - tie in with monthly Action for Happiness calendar.

#### 6. Pupil Absence

- Review Pupil Attendance Policy to include school approach to and arrangements for pupil absence for mental health.
- Involve Admin. Team in supporting LG with managing pupil absence data.
- Deploy our EWO to make late gate visits to tackle persistent poor punctuality.
- Closely monitor and challenge unauthorised term time holiday.
- Assign 1 target PA child/family per class (class case study).

### *Public Benefit*

The Academy Trust provides educational services to all children in the local area. The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the public benefit guidance provided by the Charity Commission.

The Trustees have ensured, through review and monitoring of the activities of the Academy Trust, that the primary objective of the Academy - to provide education for the public benefit - has been met.

# Archbishop Benson Church of England Primary School

## Trustees Report for the Year Ended 31 August 2023 (continued)

### Strategic Report

#### Achievements and performance

The Academy Trust is pleased with how we have successfully delivered on many elements of the School Improvement Plan

- Improved stability in support staff recruitment and retention
- 434 pupils on roll by Summer 2023- our highest number in over 4 years
- Excellent overall staff commitment & engagement
- Continuing good progress being made on Ofsted-readiness journey
- Positive, 2022-23 EYFS, Y1 (Phonics), Y2 & Y6 milestone data
- School continues to offer secure formal & informal systems to support staff health & wellbeing
- Steady progress being made by working group on DfE workload reduction audit
- Continuing, good progress has been made against 2022-23 School Improvement Plan
- Good governor engagement to date this year - 1 new Member, 2 new governors
- Continuing good pupil attendance rates to date, validated by EWO
- Excellent ABB curriculum & CHAIN enrichment provision - refer to 2022 - 2023 Year Book Files,
- Secure external validation of school systems
  - by LA moderators of our Y6 writing assessments
  - by LA internal audit of recruitment & LA HR SCR check
  - LA Health & safety review of our H&S provision
- Increased pupil take-up of clubs (new clubs framework) with increased pupil participation rates for PP & SEND pupil groups
- Very high levels of pupil participation across the school in sporting events in the community
- High levels of sporting success in sporting competitions and tournaments e.g. Girls football
- Positive enrichment experiences for pupils - World Mental Health Week, National Armed Forces Day
- Strong collaborative working:
  - Strong engagement within Penair Partners headteacher cluster & TRLC cluster e.g joint approach to new DfE attendance requirements
  - Good input from school improvement consultant - Paul Hodson
  - New link with KLA Church Schools Network

# Archbishop Benson Church of England Primary School

## Trustees Report for the Year Ended 31 August 2023 (continued)

### Attainment Key Performance Indicators

#### 2022 – 2023 Milestone Data summary

Above	In line	Below	Significantly below
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EFYS		
2018 - 2019	2021 - 2022	2022 - 2023
73% (Nat 72%)	73% (Nat 65%)	63% (Nat 65.7)

*Y2 Phonics Screening			
	2018 - 2019	2021 - 2022	2022 - 2023
Year 2 combined	82% (Nat %)	83% (Nat 87%)	97% (Nat 89%)
Retake only		33% (Nat 44%)	85% (Nat 59%)

KS1 SATs Outcomes			
EXPECTED	2018 - 2019	2021 - 2022	2022 - 2023
Reading	77% (Nat 75%)	69% (Nat 67%)	69% (Nat ??) (FFT 69%)
Writing	72% (Nat 69%)	61% (Nat 58%)	66% (Nat 61%)
Maths	80% (Nat 76%)	69% (Nat 68%)	74% (Nat ??) (FFT 72%)
RWM		56% (FFT 54%)	61% (FFT 56)

KS1 SATs Outcomes			
GREATER DEPTH	2018 - 2019	2021 - 2022	2022 - 2023
Reading	30% (Nat 25)	15% (Nat 18%)	18% (Nat ??) (FFT 18%)
Writing	23% (Nat 15)	9% (Nat 8%)	12% (Nat ??) (FFT 8%)
Maths	28% (Nat 22)	14% (Nat 15%)	18% (Nat ??) (FFT 17%)
RWM	13% (Nat ??)	5% (FFT 6%)	8% (FFT ??)

Y1 Phonics Screening		
2018 - 2019	2021 - 2022	2022 - 2023
95% (Nat 82)	78% (Nat 76%)	83% (Nat 79%)

## Archbishop Benson Church of England Primary School

### Trustees Report for the Year Ended 31 August 2023 (continued)

Y4 Multiplication Check Outcomes		
EXPECTED	2021 - 2022	2022 - 2023
Mean Average Score	21.1 (19.8)	17.8 tbc* 19.4 tbc* without the 5 children
Pupils scoring full marks (25)	27% (27%)	20% tbc* 22%* without the 5 children

children unable to take test but included in data with a score of 0.

KS2 SATs Outcomes			
EXPECTED	2018 - 2019	2021 - 2022	2022 - 2023
Reading	75 (Nat 73)	76 (Nat 74)	69 (Nat 73)
Writing	79 (Nat 78)	67 (Nat 69)	69 (Nat 71)
Maths	77 (Nat 79)	78 (Nat 71)	76 (Nat 73)
SPAG	75 (Nat 78)	79 (Nat 72)	77 (Nat 72)
RWM	67 (Nat 65)	59 (Nat 59)	60 (Nat 59)

- 1 child didn't take test due to long term absence – would have been EXS+ in all subjects

KS2 SATs Outcomes			
GREATER DEPTH	2018 - 2019	2021 - 2022	2022 - 2023
Reading	25 (Nat 29)	27 (Nat 25)	31 (Nat 29%)
Writing	10 (Nat 20)	14 (Nat 13)	13 (Nat 13.2%)
Maths	21 (Nat 27)	32 (Nat 33)	21 (Nat 23.8%)
SPAG	25 (Nat 36)	33 (Nat 28)	35 (Nat 30.1%)
RWM	8 (Nat 11)	10 (Nat 7)	11 (Nat 7.9%)

# Archbishop Benson Church of England Primary School

## Trustees Report for the Year Ended 31 August 2023 (continued)

### Summary statement on attainment & progress and Next Steps:

The sustained, post-COVID focus of the SLT and the Standards Team on the ABB Curriculum, our bespoke ABB approach to Teaching and learning and subject leadership has impacted positively on attainment standards. We have seen a steady increase in attainment levels, which are overall in line with or above national levels in 2022 - 2023.

The impact of two years disrupted learning due to COVID is still being seen and felt by the school particularly in the social and emotional health and wellbeing of many of our pupils. Disrupted learning and life experiences have affected both their readiness for learning and their behaviour for learning.

To raise attainment and accelerate progress and address the school has adopted and refined a number of approaches and initiatives including:

- To respond to our Ofsted inspection (October 2023) areas for improvement (AFIs)
- To continue to use evidence-based research to promote pupil progress, e.g. using EEF guidance, to shape the SIP and maximise our focus upon teaching and learning -WAVE approach, metacognition, MBUTA,
- To consolidate our ABB 5 a day Quality First Teaching model
- To secure whole-school engagement in the Oracy Voice 21 project
- To build high-quality oracy education into our ABB curriculum
- To respond to the number of our YR pupils, especially our disadvantaged pupils, who on-entry entry to ABB, have spoken language development significantly lower than their more advantaged peers
- To continue to refine our schedule of class drops-ins, sing coaching opportunities from Walk Through
- To support our pupils to be able to use declarative knowledge & Class Sticky Knowledge Pack (buzz vocabulary, sticky knowledge cards, prior learning, future learning) to make links within their learning
- To develop a Talk Through My Learning exercise to allow pupils to talk to teachers, subject leaders, governors and others about their learning show that they know more, understand more and remember more
- To continue to develop the role and the impact of the Standards Team, to provide regular support and challenge for all teachers across the school and to drive raising standards.
- To embed half-termly Proof-of-Progress process (intrinsic PoP moments/opportunities within day-to-day lessons) for foundation subject assessments
- To ensure consistent, regular & accurate completion of formative assessment by all teachers on Target Tracker across the year (a) to facilitate data gap analysis, and (b) to ensure coverage
- To carry out a deep review of our parental engagement arrangements
- To work with an LA SEC Advisor on the LA Parental Engagement Framework initiative
- To use the Parental Engagement Audit to identify annual priorities and implement an action plan
- To ensure school readiness for our next SIAMS inspection, probably in 2024 - 2025
- To ensure the ongoing development of governance as well as succession leadership
- To implement a Health & Safety action plan in response to the LA H&S Review (July 2023)

# Archbishop Benson Church of England Primary School

## Trustees Report for the Year Ended 31 August 2023 (continued)

### Attendance Key Financial Performance Indicators

2022- 2023 Review of Attendance & Punctuality											
GROUP %	Below 90%		90% - 96%				Above 96%				2022 - 2023 DFE App data
	National Average (2018-19)	2021 - 2022	2022-23	Autumn 1 2022	Autumn 2 2022	Spring 1 2023	Spring 2 2023	Summer 1 2023	Summer 2 2023		
Whole-school	96%	94.1	94.6	95.6	94.1	94%	93.8%	95.4%	94.6	National - 94%	
Authorised	3.3%	5.0	4.2	3.5	4.8	4.4	5	3.3	4		
Unauthorised	1.4%	0.92	1.2	0.8	1.1	1.6	1.2	1.3	1.4		
Pupil Premium (No. 96)	No data	93.1	92.8	96.4	91.9	89.69	92.38	94.01%	92.47		
Non-Pupil Premium	No data	94.4	95.5	95.8	94.8	95.41	95.37	95.78%	95.55		
FSM No. 82	92.5%	92.9	91.7	93.5	91.1	88.8	92.04	93.22%	91.61		
Non-FSM	95.8%	94.4	95.5	96.2	94.8	95.39	95.33	95.9%	95.65		
SEN No. 62	SEN Support: 93.5% EHCPs 91.3%	92.5 SS: 92.6% EHCPs 90.6	91.9	92.6	91.3	90.43	92.32	92.69%	92.09		
Non-SEN	95.7%	94.3	95.4	96.1	94.7	94.81	95.2	95.97%	95.57		
SEN & PP											
Persistent Absence (greater than 10% absence rate)	10.9%	12.0	16.2	14.8	19.7	14.39	18.52	13.36	16.40	National 17.2%	
No. of lates			1322	179	313	282	282	266	330		
% lates			1.0	0.56	0.9	1.2	1.2	1.2	1.2		
APA Attendance ( 2 pupils)			79% (Y6) % (Y4)								

# Archbishop Benson Church of England Primary School

## Trustees Report for the Year Ended 31 August 2023 (continued)

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Cohort attendance rates (cumulative)								
Year		Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2	2022 - 2023
YR	%	88.6	92.1	90.9	92.1%	93%	93%	91.6%
	Lates	15	30	52	99	139	166	
Y1	%	94.7	93	94.1	93.7	94.6%	94.7	94.1%
	Lates	15	21	38	73	88	107	
Y2	%	97.0	95.1	95.7	94.1	96.1%	95.5	95.6%
	Lates	12	22	51	159	166	193	
Y3	%	96.2	93.6	92.9	93.9	93.8%	93.7	94.0%
	Lates	39	40	92	222	257	301	
Y4	%	94.8	94.8	95.6	94.5	95.1%	94.4	94.9%
	Lates	49	110	196	363	417	494	
Y5	%	95.6	95.6	94.0	94.8	95.1%	95.3	95.1%
	Lates	33	50	87	220	281	354	
Y6	%	94.7	94.6	95.5	93.1	95%	95.2	94.7%
	Lates	16	40	79	190	208	271	

# Archbishop Benson Church of England Primary School

## Trustees Report for the Year Ended 31 August 2023 (continued)

### Summary statement on attendance and Next Steps:

The National Average attendance data benchmarks in the grid above are taken from the DFE Attendance dashboard which the school submits attendance data to and uses for attendance data analysis.

Nationally, attendance has dropped as can be seen in the final column. As a school, we are still striving for 96% attendance but acknowledge that currently we are exceeding national averages. Key points include:

- Following our concerns about parents taking term time holidays, we have been challenging each absence request and where absence has been higher, meeting with parents to discuss reasons for term time holidays. We have seen the number of term time absences for holidays (G codes) steadily reduce this year but will continue to monitor in the Autumn Term as this was when we had more G codes this academic year. The school continues to only authorise term time holiday under exceptional circumstances.
- PP/FSM absence has risen again. This is mainly due to one family who had not attended since January and do not live in Truro. Following support from the DHT and EWO, the family are now attending a school closer to home.
- SEN attendance is slightly lower. This has been impacted by RTTs and 2 of our pupils attending alternative provision. Their attendance is above national averages for this provision.

We have also been focusing on punctuality this year. We are seeing a high number of late marks in our Y4 classes, mainly attributed to a handful of children. The DHT continues to be involved in communication with these families, offering Breakfast Club places. Late marks have slowed in accumulation this term following a concerted effort by staff closing gates punctually.

### Our policy is:

- Published on the school website.
- Known to school staff and implemented effectively.
- Developed in consultation with parents and pupils.
- Sent to parents when a new pupil joins the school.
- Available to all parents e.g. EAL in an accessible format.
- Applied consistently and fairly BUT also in a way that meets individual needs.



# **Archbishop Benson Church of England Primary School**

## **Trustees Report for the Year Ended 31 August 2023 (continued)**

### **Financial Key Performance Indicators**

The Academy Trust continues to successfully recruit pupils and is full or close to capacity in almost all year groups except the current Y3 and Y4 where the school experienced 2 years of below-PAN YR intakes, although the original intake numbers are increasing year on year. The schools 2022 - 2023 YR cohort is full. This is a positive performance indicator, as in 2020-21 only 17% of Cornwall primary schools were at full or over capacity and 82% of schools were at less than 90% capacity.

The school operates a waiting list for any vacant places that arise.

The key financial performance indicator for the Academy Trust is the adherence to the financial budget set by the Governing Board at the beginning of the financial year. Excluding any generated funds, all income for the Academy Trust is government or local authority funded, and therefore the income of the Academy Trust is largely fixed.

The expenditure budget is set at the beginning of the financial year, taking into consideration the level of government and local authority funding. The Trustees have reviewed detailed capital and revenue expenditure reports throughout the year, confirming that the processes and procedures in place for controlling expenditure are acceptable.

# Archbishop Benson Church of England Primary School

## Trustees Report for the Year Ended 31 August 2023 (continued)

### *Going Concern*

The Trust is budgeting a small deficit over the coming 3-year period totalling £3.5k, (including a surplus of £14k in 2023/2024), caused by the 6.5% teacher's salary increase which is costing the school an additional unfunded £40k per annum. Therefore, in realistic terms the trust anticipates breaking even over the next three years and possibly creating a surplus depending on any additional grants that may be awarded for the pay awards.

The Trust also have a secured funding stream from the ESFA. The school is experiencing and expecting slow growth of pupil numbers for the future as proven over the past three years and improved stability in our numbers. It is anticipated that cohorts below their PAN will increase to maximum capacity in the coming years.

The Business and Compliance Committee recognised the need to make savings in order to be able to maintain a balance budget last year. Savings have been achieved by reducing anticipated costs within the year and not engaging agency staff for any short-term sickness.

The school has the Assistant Head Teacher in class for two days a week and the Deputy Headteacher has been removed from the class next year in order to assist the head teacher with Ofsted and SIAMS inspections, returning to the classroom in 24/25. Going forwards budgeted staff costs are at 81% to 83% of total income for the next three years. There could be capacity for further efficiencies to be made if required by placing the DHT back into the classroom, teaching part time.

The academy has a cash at bank balance of £332k at the year end and this has been maintained and increased since then. Due to the vast majority of income being received on a monthly basis from secure government grant funds, together with the vast majority of costs representing monthly salaries and on costs the cashflow position of the trust is relatively stable and no significant one-off fluctuations are expected. As a result, the academy is expected to have sufficient cash balances to meet liabilities as they fall due.

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

# Archbishop Benson Church of England Primary School

## Trustees Report for the Year Ended 31 August 2023 (continued)

### **Financial review**

Most of the Academy's income is obtained from the Department for Education (DfE) via the Education and Skills Funding Agency in the form of reoccurring grants, the use of which is restricted to particular purposes. The grants received from the DfE during the year ended 31 August 2023 and the associated expenditure are shown as Restricted Funds in the Statement of Financial Activities. This funding has been secured for future academic years.

The Academy Trust held fund balances at 31 August 2023 of £589,783 (2022 - £481,852), comprising £130,489 (2022 - £155,325) of restricted general funds, £179,359 (2022 - £167,519) of unrestricted funds and £279,935 (2022 - £204,008) of restricted fixed asset funds.

In accordance with the Academy Trust's funding agreement, the principal source of general funding with which to finance the operations of the Academy Trust is the Department for Education.

The pension fund is in a surplus with a closing balance of £197,000 (2022 - £45,000 deficit). This surplus has not been included in the accounts as explained in the critical estimates and assumptions section.

2022-2023 financial performance was better than had been budgeted for however, uncertainty presented issues through supply and staffing throughout the year, giving rise to increased staffing costs through the use of supply staff, despite reduction in staff. Going forward we now have full complement of school employed staff.

School funds have increased over the year 2022-2023, however these will be used for the increased unfunded staffing costs, for example minimum wage rising to £11.44 as of April 2024. Our wrap around care continues to trade at full capacity and our lettings income is stable at present.

### ***Reserves Policy***

The reserves are at an appropriate level, and this is how the Academy Trust will maintain the status quo. The Academy Trust's policy is for reserves of a minimum of £165,000 to be held, which equates to one month's operating expenses. This is held within the unrestricted funds to provide protection against unforeseen financial risk.

There is £179k available within unrestricted funds to provide protection against unforeseen financial risk and further restricted general funds of £130k available. Reserves are also being held to support future capital expenditure and as potential mitigation against future budget pressures from funding changes.

### ***Investment Policy***

As the Academy Trust holds cash balances, it has the opportunity to invest funds. The Academy Trust aims to secure the most beneficial return on such investments, while minimising the risk associated with investment. Where possible, investments are made with regard to social, ethical and environmental standing. To date the Academy has chosen to only maintain funds with its bankers.

# Archbishop Benson Church of England Primary School

## Trustees Report for the Year Ended 31 August 2023 (continued)

### *Principal Risks and Uncertainties*

The principal risks facing the Academy Trust are:

#### **The future level of Government funding**

This risk is managed by careful control over budgeted expenditure, combined with a prudent reserves policy. The Trustees have also self-assessed financial and governance arrangements by completing the Academies Financial Management and Governance Evaluation and are satisfied with the overall assessment of 'good' and consideration of those risks impacting on trustees' responsibilities to ensure the trust's estate is safe, well maintained and complies with relevant regulations.

The Chair of the Business and Compliance Committee) has worked proactively with the Finance Manager to facilitate further budget savings.

- Researching school funding streams online and relaying this to governors/HT/Chair of Governors and FM. For example, the MSAG funding.
- Discussing & agreeing a number of actions from B&C meetings over the past year to work strategically on operational issues, e.g. new networking links for the Finance Manager.
- Holding to account decision making in relation to budget setting/cash reserves etc.
- Discussions around looking at if we qualify for government hardship funding.
- Highlighting CIF bid periods of tender and timescales that need to be followed ensuring contributory finance is available for CIF bids to ensure we make the most of the opportunity each year.
- Working with other members of the B&C board to maximise fund raising efforts within the school, as well as future planning in relation to new building propositions.

We use the government's Integrated Curriculum and Financial Planning (ICFP) as a management process to help us plan the best curriculum for our pupils with the funding we have available. As a SAT, we have used some ICFP processes already when reviewing our curriculum or financial strategy. Moving forwards, we will continue to use the ICFP toolkit to measure our current curriculum, staffing structure and finances, and use the data to update our 3- to 5-budget setting plan, which links curriculum and financial planning and helps us to:

- achieve educational success and financial sustainability
- deliver the best curriculum your school can afford that meets the needs of our pupils

We have also engaged in the SRMA programme to access tailored advice to academy trusts and schools on effective resource management.

Significant savings have continued to be achieved by reviewing all budget areas, re-tendering services where possible, and by reviewing and redeploying the allocation of teaching staff and non-teaching classroom support staff.

E.G We reduced the size of our SLT by not replacing one senior leader position following his retirement in July 2022.

# **Archbishop Benson Church of England Primary School**

## **Trustees Report for the Year Ended 31 August 2023 (continued)**

### **Instability in our numbers on roll**

The risk is managed by careful monitoring of our pupil admissions (planned & casual) on a termly basis. Pupil mobility, and the reasons for it, are carefully tracked. The main risks in relation to admissions are:

- Uncertainty in securing a full YR intake each year
- Securing a steady increase in any low YR intake in each successive years.
- A potential delay each year in securing pupils for the additional 4 pupils places in Y3 where the PAN is 64 rather than our KS1 PAN of 60
- Managing the potential drop every September when 64 Y6 pupils could leave and we could have a scenario of 60 Y3 pupils rather than 64 pupils and have less than 60 pupils in YR

The school is successful each year in admitting more pupils than the number of pupils who leave but it can take time, into the Spring term, for pupil numbers to stabilise. Before this, the risks listed above can impact on a lower number of pupils on role by the time of the Autumn census when the pupil count is used by the DfE to calculate pupil funding for the next academic year.

The Ethos Committee has been focused on enhancing & extending the marketing & promotion of the school's social media profile and this has included:

- Tracking the school's indicative YR intake for the following year using the LA SAMS (Schools Admissions Management System)
- Ongoing promotion of the school on our social media platforms to maintain the profile of the school in the wider community
- The updating of publicity material for use with all prospective YR parents & other parents
- The updating of virtual tours of the school which are routinely distributed out/shared with external parties from local childcare settings & nurseries to estate agencies.
- Tracking the views and perceptions of prospective parents who come on tours of the school

### **Recognised national issue of staff recruitment and retention within education**

In an NGA survey on priorities, resources & people in School & Trust Governance, one in four (25%) agree that it is difficult to recruit the teachers they need and almost a third (30%) say it is difficult to recruit the leaders they need. With the increase of the minimum wage it is becoming an increasing challenge for the school to employ and retain support staff.

We are committed to recognising and reducing workload pressures and increases which impact on staff work life balance and wellbeing.

- We fully support teachers to implement behaviour policies consistently and ensure that the overall school culture helps to optimise pupils' behaviour.
- We are systematically using the Department for Education (DfE)'s guidance to reduce workload in the areas of marking, administrative tasks and lesson planning. We follow DfE guidance and ensure we do not increase workload through unnecessary data requests.
- We recognise that managing parental expectations is a national issue and we ensure that our parents are informed about the most appropriate ways of communicating with staff and raising concerns and that staff also have appropriate communication mechanisms to respond to parents.
- We support staff well-being by creating a positive and collegial working environment in which staff feel supported, valued and listened to and have an appropriate level of autonomy.

# Archbishop Benson Church of England Primary School

## Trustees Report for the Year Ended 31 August 2023 (continued)

### Risk Register management

The Trustees use the risk register, as defined in the Academy Trust Handbook, to evaluate strategic, reputational, operational, compliance and financial risks to which the Academy Trust is exposed. The Trustees have ensured that the management structure, systems and controls are in place to manage these risks, as well as having insurance to cover financial loss and legal exposure.

The Business Management Team (HT, DHT & FM) will be focusing on Risk Register management as part of our internal audit work for 2023/24 and updating and monitoring any previously identified.

The Governing Board ensures the regular review of risks through the reporting provided by the Head Teacher, Senior Leadership Team and the Finance Manager to the aforementioned Governing Board committees.

### Fundraising

In general, fundraising activities relating to the school are carried out by The Friends of Archbishop Benson (FABB), which is the parent/teacher association of the school and is registered as a charity in its own right.

FABB is a group of people who are mainly parents of children at the school and staff, but everyone is welcome to help. Its main aim is to support the school, both pupils and staff, and to provide opportunities to enrich the children's educational experience in a variety of different ways.

FABB works closely with the school to arrange a number of fundraising events throughout the year, which enable the school to pay for equipment, resources, activities, and experiences that could not be afforded through the main school budget. Some of the many fundraising events include Christmas and Summer Fairs, Coffee Mornings, Discos and Family Barbeques.

As well as fundraising, FABB also gives support at other school events by making refreshments, running raffles or supporting in other ways.

Trustees from the school's Governing Board attend FABB meetings or events in order to support activities and to monitor fundraising activities that are carried out.

The school does not currently undertake any work with commercial participators or professional fundraisers. The committee of FABB ensures that the public is not subjected to unreasonably intrusive or persistent fundraising approaches, or undue pressure to donate.

The school is engaged in a long-term parental engagement project, working with the LA SEC team. As a result of changes to the FABB membership numbers and low levels of parental commitment, there was a significant reduction in FABB events and any related funds being raised. As part of the parental engagement project in 2023/24 FABB and the school are now working proactively together to improve FABB outcomes such as better opportunities for the children and families as well as securing funding for the school.

The academy trust does not use any external fundraisers. All fundraising undertaken during the year was monitored by the Trustees.

# Archbishop Benson Church of England Primary School

## Trustees Report for the Year Ended 31 August 2023 (continued)

### *Plans for future periods*

The Academy Trust is continuing to build on its excellent foundations. The key objectives below for our next academic year, and beyond, are a planned progression from our achievements this year.

1. To continue to refine and embed our ABB Curriculum and to develop effective systems for meaningfully measuring the impact of our curriculum on pupil outcomes.
2. To continue to build on our successful Ofsted inspection (October 2023), to focus on the identified areas for improvement and to further grow our capacity to be the local primary school of choice in our local community.
3. To continue to build on our successful SIAMS inspection (Feb 2020), to focus on the identified key areas for development and to grow our capacity to support other Church of England schools.
4. To engage with school stakeholders as well as the Diocese, MATs and individual schools to consider our readiness to join a MAT and how we can begin the process of due diligence.
5. To work with the Business & Compliance Committee along with staff, governors & parents to make planned efficiencies and savings to set a surplus budget and secure the school's reserves. To continue to focus on operational functionality & strategic effectiveness within our staffing structures.
6. To maintain our focus on building leadership capacity and extending distributive leadership to ensure effectiveness and efficiency as a SAT.
7. To work with the school stakeholders and the LA to carry out a whole-school, deep review of parental engagement within the school. To explore the four pillars of parental engagement
  - Share power and responsibility
  - Facilitating positive interactions
  - Welcoming environments
  - Two-way communication
8. To maintain our focus on securing standards & outcomes at data milestones and to ensure that pupil attainment and progress is securely in line and above national averages following the long-term impact of COVID on our pupils' standards of attainment & progress
9. To continue to invest in successfully embedding and enhancing our curriculum provision for Phonics, Reading, Writing & Maths based on evidence-based curriculum models.
10. To strengthen the capacity and impact of the Inclusion Team to ensure that the school has a strong culture of inclusion and safeguarding and can meet the needs of our increasing percentage of families with additional needs.
11. To continue to respond to pupil feedback and deliver an enhance programme of Personal Development provision including SHEU survey feedback, pupil survey feedback, pupil voice.
12. To progressively develop the school grounds (playground and field) to enhance physical activity, personal development and social interaction.
13. To explore the viability and affordability of an additional modular building on the school site to offer more space and better facilities to accommodate wraparound and holiday provision.

## Archbishop Benson Church of England Primary School

### Trustees Report for the Year Ended 31 August 2023 (continued)

14. To continue to prepare and submit high-quality bids to secure CIF funding to systematically improve school conditions - fire safety, roofing integrity.

#### Funds held as Custodian Trustee on behalf of others

The Academy Trust does not hold funds on behalf of others.

#### Auditor

Insofar as the Trustees are aware:

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

The Trustees' Report, incorporating a Strategic Report, was approved by order of the Board of Trustees, as the company directors, on 19/12/23 and signed on the board's behalf by:



.....  
Mrs M J Hoare (Chair of Trustees)  
Trustee

Date: 19/12/2023  
.....



# Archbishop Benson Church of England Primary School

## Governance statement

### Scope of responsibility

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

As trustees, we have reviewed and taken account of the guidance in DfE's Governance Handbook and competency framework for governance.

The Board of Trustees has delegated the day-to-day responsibility to the Mrs H Giblett, 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 Archbishop Benson Church of England Primary School and the Secretary of State for Education. They are also responsible for reporting to the Board of Trustees any material weaknesses or breakdowns in internal control.

### Governance

The information on governance included here supplements that described in the Trustees Report and in the Statement of Trustees' Responsibilities. The Board of Trustees has formally met 4 times during the year. Attendance during the year at meetings of the Board of Trustees was as follows:

Trustee	Meetings attended	Out of a possible
Mrs H Giblett (Head Teacher)	4	4
Mrs M J Hoare (Chair of Trustees)	3	4
Mrs A Colwill (resigned 31 July 2023)	4	4
Mrs M Rowson	2	4
Ms J Webster	3	4
Mr J Wood	4	4
Mr M Weeks	2	4
Mr D Galler	3	4
Mr A Dyer (appointed 29 September 2022)	3	4
Mr M Williams	4	4
Ms M Eastburn-Cutts (resigned 29 November 2022)	0	1
Reverend W Harwood	4	4
Mr P Batten (appointed 15 February 2023)	2	2

During the year Mrs A Colwill, Ms M Eastburn-Cutts and Mrs G Miner resigned and Mr A Dyer and Mr P Batten were appointed to the Board of Trustees.

# Archbishop Benson Church of England Primary School

## Governance statement (continued)

The Governing Board delegates key strategic duties and responsibilities to its committees and focus groups. The framework for the committees and focus groups is linked to the headings of the Ofsted inspection framework which in turn links with the School Improvement Plan (SIP) & the School Self Evaluation Form (SEF).

**Quality of Education Committee:** Quality of Curriculum, Quality of Teaching, Learning & Assessment, Pupil Outcomes, Leadership & Management

**Ethos Committee:** Behaviour & Attitudes, Personal Development, Inclusion, Safeguarding & Welfare

**Business & Compliance Committee:** Premises Management, Financial Management, Health & Safety

Within the Quality of Education Committee & the Ethos Committee, a governor is allocated to one of the 7 sections of the School Improvement Plan. Each SIP Governor is allocated an annual key strategic question, linked to the SIP, which they explore through monitoring opportunities with designated school link staff in order to support and challenge the school in delivering the SIP. The chairs for these 2 committees are part of the Governor Strategy Group along with the Chair of Governors and the Headteacher. The GSG oversees the submission of termly reports by the SIP Lead Governors. The Reports are evaluated to assure the GSG as to the effective delivery of the SIP and to challenge senior leaders during the course of the year.

The Chair of each committee submits an annual impact statement to the GSG.

All governors are expected and invited to submit key strategic questions to the headteacher as part of the planning & preparation process for the half-termly FGB meetings. The headteacher provides a response for all strategic questions submitted. An annual overview is maintained of the key strategic questions submitted by governors and is monitored by the headteacher and Chair of Governors.

### Conflicts of interest

As a Board of Governors, each meeting begins with a pecuniary interests request. In this way, Governors are frequently asked to declare any potential conflict of interest. This is minuted in each meeting and also recorded by the school business manager. This register is then checked against any school decisions made so that these are done openly, transparently and with the full understanding of any conflict of interest.

# Archbishop Benson Church of England Primary School

## Governance statement (continued)

### Governance reviews

1. Based on the recommendations of the Diocesan Review of Governance in April 2018, the school has worked systematically on supporting the Governing Board to ensure they own

- The process of governing the school and are clear on their responsibilities;
- The strategic nature of school governance, ensuring individual governors do not get involved in operational school business and that all questioning is appropriate to the strategic governance role.

This has included:

- The board has looked at governance monitoring and has set up a more robust process which ensures governor visits are always clear and targeted to the SIP areas needing monitoring.
- The planning and preparation process for FGB meetings have been reviewed and improved with information being sent out well in advance of the meeting and with an expectation for governors to be ready with strategic questions for each FGB meeting.
- The format of meetings has changed and the agenda & related documents fully support the governors in exercising their role in challenging and holding the school to account and getting a good understanding of the school and impact of the measures being put in place.
- The board ensures documentation is appropriate and minutes are public unless they are separated out into a confidential appendix.
- Communication expectations have been clarified within the board with the clear understanding that the full board are responsible for reading all of the information provided and asking key questions of the individuals on the various groups/committees.
- The board has adopted the latest model articles of association (adopted 14.03.2020) which brings the board in line with current expectations.

2. As part of the annual Governor Self Review process, the Chair of Governors, supported by the Governor Strategy Group, evaluates the impact of the overall board as well as that of committees and individuals. The Chair of Governors shares this information at Members Meetings. This information is used to assess the effectiveness of the board & to identify action points going forwards. Ongoing governance development is part of the Leadership & Management action plan within the annual School Improvement Plan.

### The Business & Compliance Committee

- Oversees the control framework that recognises public expectations about governance, standards, and openness.
- Encourage a culture within the school whereby each individual recognises that they have a part to play in guarding the probity of the school, and is able to take any concerns to an appropriate member of the School Leadership Team or, in exceptional circumstances, directly to the Governor responsible for whistleblowing or the Chair of Business & Compliance Committee.

### 1. Financial management

- Comply with the requirements of the Academy Trust Handbook
- Prepare and review financial policy statements, including strategic consideration of long-term planning and resourcing.
- Seek ongoing assurances as to the process for the independent checking of financial controls, systems, transaction, and contracts. It must ensure that adequate arrangements for protecting the school's assets are in place.
- Seek ongoing assurances as to the risks to internal financial control within the school, and agree a programme of work that will address these risks, inform the statement of internal control and, so far as is possible, provide assurance to the external auditor.

# Archbishop Benson Church of England Primary School

## Governance statement (continued)

- Ensure regular audits cover key areas such as risk, legal, financial (including VAT and PAYE), health and safety, investments, and insurance.
- Consider the appropriateness of executive action following responsible officer or internal audit reviews, and advise senior management on any additional or alternative steps to be taken.
- Recommend to the Governing Board the appointment or reappointment of auditors.
- Engage in decision-making regarding external audit arrangements, review the findings of the external auditor, agree any action plan arising, and report them to the Governing Board.
- Ensure that an annual budget is drawn up, linked to the School Improvement Plan and priorities, and monitored regularly with reports to the Governing Board.
- Be assured that all expenditure is authorised in accordance with the Finance Policy, including agreeing the level of delegation to the Headteacher for the day-to-day financial management of the school.
- Monitor the various funds held by or on behalf of the school, ensuring the audit of non-public funds and to receive and respond to reports on the audit of public funds.
- Review the following policy documents: Charging and Remissions; Lettings, Accessibility Plan, Scheme of Delegation and Financial Procedures, Health and Safety including risk management and premises management; Critical Incident Policy.
- Be robust and questioning in examining the effects of significant risks to the school's budget and standards e.g. COVID 19.

### 2. Personnel Management

- Keep under review the staffing structure in consultation with the Headteacher and oversee the process leading to planned staffing structure changes/reductions.
- Support the Staff Appointment Committee with the appointment procedures for all staff.
- Establish a whole-school Pay Policy for all categories of staff and to be responsible for its administration and review.
- Review teachers' & non-teachers' salaries annually as required by the relevant Pay and Conditions Documents.
- Establish and review a Performance Management policy and process for all staff.
- Ensure robust arrangements are in place for reviewing the annual performance and salaries of the Leadership Group (Headteacher, Deputy Headteacher & Assistant Headteacher) based on agreed performance criteria, as required by the Pay and Conditions Document.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.

### 3. Premises Management

- Provide support and guidance to the Headteacher on all matters relating to the school premises and grounds, security and health and safety.
- Monitor arrangements for the inspection and maintenance of the grounds and premises and be familiar with the priorities for development and improvements and evaluate the implementation.
- Ensure a regular Health and Safety audit of the school premises is undertaken to ensure that the school complies with statutory regulations.
- Ensure that procurement rules are adhered to and that robust project management is in place for individual projects.
- Be aware of the specific responsibilities of Governors and the Diocese in respect of the building and grounds of a Church of England School and ensure that the Diocese is informed of any matter for which it has responsibility and on which action is required.

### 4. Other

- Examine reports on special investigations, and advise the Governing Board accordingly.
- Monitor the effectiveness of the school's whistleblowing procedures.

## Archbishop Benson Church of England Primary School

### Governance statement (continued)

- Investigate on behalf of the Governing Board any matter that threatens or adversely affects the accomplishment of the school's aims and objectives, its assets, the reliability of all records and information, and its compliance with all relevant laws, regulations, policies and its governing instruments.
- Be able to approve decisions electronically outside of meetings with the agreement of a minimum of two governors.

#### Effective oversight of funds

The Business and Compliance Committee have met 6 times throughout the year, this group leads on the oversight of school funds, appropriate financial documents and outcomes have also been circulated with the full board of governors. This has allowed the board to maintain oversight and raise questions throughout the year with only 4 formal meetings of the full board.

Attendance at meetings during the year was as follows:

<b>Trustee</b>	<b>Meetings attended</b>	<b>Out of a possible</b>
Mr J Wood	6	6
Mrs M Rowson	3	6
Mrs H Giblett (Head Teacher)	6	6
Mrs M J Hoare (Chair of Trustees)	6	6
Mr A Dyer	5	6

# Archbishop Benson Church of England Primary School

## Governance statement (continued)

### Review of Value for Money

As accounting officer, the head teacher has responsibility for ensuring that the academy trust delivers good value in the use of public resources. The accounting officer understands that value for money refers to the education and wider societal outcomes achieved in return for the taxpayer resources received.

Through engagement in the DfE School Resource Management Advisor programme; the school has experience of a school efficiency review process. This has supported the accounting officer in considering how the academy trust's use of its resources has provided good value for money during each academic year, and reports to the Governing Board where value for money can be improved, including the use of benchmarking data where available and applicable. The following are examples of how the accounting officer has delivered improved value for money during the 2022-23 academic year:

- o Successful recruitment and development of an experienced finance manager and site manager to ensure best value for money within our finance management and premises management.
- o Maintaining a high focus on long-term stability with our pupil numbers on roll and having a proactive response to planned and casual admission opportunities. to secure as high a NoR as possible for the Autumn census.
- o Continuing to review our staffing structures, responding to planned and unplanned opportunities to implement efficiencies and savings and secure staffing levels in line with SRMA benchmarking. E.g. reduction to two senior phase leaders rather than three.
- o Further reviewing our supply insurance arrangements to secure the most cost-effective, low level cover to mitigate the risk of any long-term absence and provide greater financial security for the year.
- o Ensuring the successful implementation of our CIF fire safety project, within project scope and budget.
- o Successful implementation of a new finance (IRIS) and pupil information management system (EdGen).

# Archbishop Benson Church of England Primary School

## Governance statement (continued)

### 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 on-going 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 Archbishop Benson Church of England Primary School for the year ended 31 August 2023 and up to the date of approval of the annual report and financial statements.

### Capacity to Handle Risk

The Board of Trustees has reviewed the key risks to which the academy trust is exposed, together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The Board of Trustees is of the view that there is a formal on-going process for identifying, evaluating and managing the academy trust's significant risks that has been in place for the year ending 31 August 2023 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the Board of Trustees.

### The Risk and Control Framework

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

- comprehensive budgeting and monitoring systems with an annual budget and periodic financial reports which are reviewed and agreed by the Board of Trustees;
  - regular reviews by the Business & Compliance Committee of reports which indicate financial performance against the forecasts and of major purchase plans, capital works and expenditure programmes;
  - setting targets to measure financial and other performance;
  - clearly defined purchasing (asset purchase or capital investment) guidelines;
  - identification and management of risks and delegation of authority and segregation of duties.
- The Board of Trustees has considered the need for a specific internal audit function and has decided not to appoint an auditor for this purpose. However, the Trustees have appointed the Cornwall Council Internal Audit Team to carry out a programme of internal checks.

# Archbishop Benson Church of England Primary School

## Governance statement (continued)

The reviewer's role includes giving advice on financial and other matters and performing a range of checks on the academy trust's financial and other systems. In particular the checks carried out in the current period included:

- Testing of payroll systems including checking employees are paid at the correct rate per their contract, amendments including overtime were correctly calculated and authorised and to ensure that the monthly payroll is reviewed and authorised appropriately.
- Testing of purchase systems including the process of ordering goods and that the scheme of delegation is appropriate and implemented for the whole process including the payment of suppliers.
- Testing of income from remittances through to cash received.
- Testing of accounting systems including a review of reconciliations for the bank account and control accounts and ensuring management accounts are produced and presented to the appropriate boards.

Following on from the internal audit of financial controls and business continuity the school has decided to revisit these two areas in 2023/24 to be able to assure the Business and Compliance committee that any recommendations have been actioned.

Once a term, the reviewer reports to the Board of Trustees on the operation of the systems of control and on the discharge of the Board of Trustees's financial responsibilities. For the year 2022-2023 the trust has appointed the Cornwall Council Internal Audit Team to provide internal assurance for all required areas as per the updated Academy Trust Handbook.

The reviewer has delivered their schedule of work as planned. There were no material control or other issues reported by the reviewer, Cornwall Council Internal Audit Team.

Reserves Management and Governance Succession have been put forward for future focus.

### Review of Effectiveness

As Accounting Officer, Mrs H Giblett 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 reviewer (Cornwall Council Internal Audit Team);
- the work of the external auditor;
- the financial management and governance self assessment process;
- the work of the finance manager 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 Business & Compliance committee and a plan to address weaknesses and ensure continuous improvement of the system is in place.

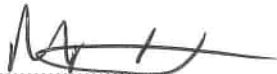
For the year 2023-2024 the trust has appointed the Cornwall Council Audit Team to provide internal assurance for all required areas as per the updated Academy Trust Handbook.



# Archbishop Benson Church of England Primary School

## Governance statement (continued)

Approved by order of the members of the Board of Trustees on 30/11/23 and signed on its behalf by:



.....  
Mrs M J Hoare (Chair of Trustees)  
Trustee



.....  
Mrs H Giblett (Head Teacher)  
Accounting Officer  
Trustee

## Archbishop Benson Church of England Primary School

### Statement of regularity, propriety and compliance

As accounting officer of Archbishop Benson Church of England Primary School, I have considered my responsibility to notify the academy trust Board of Trustees and the Education and Skills Funding Agency (ESFA) of material irregularity, impropriety and non-compliance with terms and conditions of all funding, including for estates safety and management, under the funding agreement 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 Academy Trust Handbook 2022, including responsibilities for estates safety and management.

I confirm that I and the academy trust Board of Trustees are able to identify any material irregular or improper use of all funds by the academy trust, or material non-compliance with the terms and conditions of funding under the academy trust's funding agreement and the Academy Trust Handbook 2022.

I confirm that the following instances of material irregularity, impropriety or funding non-compliance discovered to date have been notified to the Board of Trustees and the ESFA. If any instances are identified after the date of this statement, these will be notified to the Board of Trustees and ESFA

- The Trust entered into a hire purchase agreement for £9,800 in respect of a Kawasaki Mule, without obtaining advance approval from the ESFA.
- The Trust did not notify the ESFA in advance of a related party transaction relating to key management.

Both matters have subsequently been reported to the ESFA.

  
.....  
Mrs H. Giblett  
Accounting Officer

Date: 18/12/23

# Archbishop Benson Church of England Primary School

## Statement of Trustees' Responsibilities

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

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

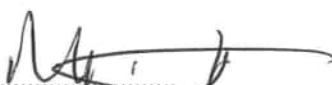
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 and the Academies Accounts Direction 2022 to 2023;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

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

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

Approved by order of the members of the Board of Trustees on 30/11/22 and signed on its behalf by:

  
.....  
Mrs M J Hoare (Chair of Trustees)  
Trustee

# Archbishop Benson Church of England Primary School

## Independent Auditor's Report on the Financial Statements to the Members of Archbishop Benson Church of England Primary School

### Opinion

We have audited the financial statements of Archbishop Benson Church of England Primary School (the 'Academy') for the year ended 31 August 2023, which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the Academy's affairs as at 31 August 2023 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, the Charities SORP 2019 and the Academies Accounts Direction 2022 to 2023; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis of 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 Academy 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 Academy's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were 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 (covers the Reference and administrative details, the Trustees Report and Strategic Report and the Governance statement)

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

## Archbishop Benson Church of England Primary School

### Independent Auditor's Report on the Financial Statements to the Members of Archbishop Benson Church of England Primary School (continued)

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

We have nothing to report in this regard.

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

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

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

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

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

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 Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

#### Responsibilities of Trustees

As explained more fully in the Statement of Trustees' Responsibilities [set out on page 41], the Trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Academy's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Academy or to cease operations, or have no realistic alternative but to do so.

#### Auditor Responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an 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.

## **Archbishop Benson Church of England Primary School**

### **Independent Auditor's Report on the Financial Statements to the Members of Archbishop Benson Church of England Primary School (continued)**

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

As part of our audit planning we obtained an understanding of the legal and regulatory framework that is applicable to the entity and the education sector in which it operates to identify the key laws and regulations affecting the entity. The key laws and regulations we identified were compliance with the funding agreement and Academy Trust Handbook 2022 and requirements with regard to safeguarding.

We also considered those laws and regulations that have a direct impact on the preparation of the financial statements, primarily the Academies Accounts Direction 2022/23, Companies Act 2006, Charities Act 2011 and relevant tax laws.

We discussed with management how the compliance with these laws and regulations is monitored and discussed the policies and procedures in place. We also identified the individuals who have responsibility for ensuring that the entity complies with laws and regulations and deals with reporting any issues if they arise.

As part of our planning procedures, we assessed the risk of any non-compliance with laws and regulations on the entity's ability to continue operating and the risk of material misstatement to the accounts.

Based on this understanding we designed our audit procedures to identify non-compliance with such laws and regulations. Our procedures involved the following:

- Conducting detailed regularity testing in accordance with the Framework and Guide for External Auditors and Reporting Accountant of Academy Trusts as issued by the ESFA, as reported on separately in our Independent Reporting Accountant's Assurance Report;
- Reviewed Board and Committee minutes for indications of non compliance;
- Reviewed legal and professional costs to identify any possible non compliance or legal costs in respect of non compliance;
- Discussed the procedures in place for ensuring the safeguarding of pupils, including DBS checks and identified those staff and governors with responsibility for overseeing these areas;
- Reviewed the accounts disclosures against those in the Academies Model Accounts 2022 to 2023, published by the ESFA.

As part of our enquiries we discussed with management whether there have been any known instances, allegations or suspicions of fraud of which there were none.

## Archbishop Benson Church of England Primary School

### Independent Auditor's Report on the Financial Statements to the Members of Archbishop Benson Church of England Primary School (continued)

We also evaluated the risk of fraud through management override including that arising from management's incentives. We determined that these risks are low as the academy operates on a charitable, not for profit basis and so there would be no motivation for management to influence performance for individual gain. However there was considered a risk of the inappropriate allocation of expenditure against restricted funds.

In response to the identified risk, as part of our audit work we:

- Reviewed the material restricted grant income sources, identified the related conditions and reviewed the nature of expenditure set against it for appropriateness, together with sample testing on expenditure;
- Used data analytics to test journal entries throughout the period, for appropriateness;
- Reviewed accounting estimates and judgements made in the accounts for any indication of bias and challenged assumptions used by management in making the estimates.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements. This risk increases the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements as we are less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

#### Use of our report

This report is made solely to the Academy's Members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Academy'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 Academy's Members, as a body, for our audit work, for this report, or for the opinions we have formed.

*PKF Francis Clark*

.....  
Darren Perry BA (Hons) ACA DChA (Senior Statutory Auditor)  
PKF Francis Clark, Statutory Auditor

Lowin House  
Tregolls Road  
Truro  
TR1 2NA

Date: 20/12/23

## **Archbishop Benson Church of England Primary School**

### **Independent Reporting Accountant's Assurance Report on Regularity to Archbishop Benson Church of England Primary School and the Education and Skills Funding Agency**

In accordance with the terms of our engagement letter dated 24 June 2021 and further to the requirements of the Education and Skills Funding Agency (ESFA) as included in the Academies Accounts Direction 2022 to 2023, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by Archbishop Benson Church of England Primary School during the period 1 September 2022 to 31 August 2023 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 Archbishop Benson Church of England Primary School and ESFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to Archbishop Benson Church of England Primary School and ESFA those matters we are required to state in a report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Archbishop Benson Church of England Primary School and ESFA, for our work, for this report, or for the conclusion we have formed.

#### **Respective responsibilities of Archbishop Benson Church of England Primary School's Accounting Officer and the reporting Accountant**

The Accounting Officer is responsible, under the requirements of Archbishop Benson Church of England Primary School's funding agreement with the Secretary of State for Education dated 29 July 2011 and the Academy Trust Handbook 2022, extant from 1 September 2022, 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 2022 to 2023. 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 2022 to 31 August 2023 have not been applied to purposes intended by Parliament or that the financial transactions do not conform to the authorities which govern them.

The Trust's responsibilities with regards to estates safety and management are not included within the scope of our engagement.

#### **Approach**

We conducted our engagement in accordance with the Framework and Guide for External Auditors and Reporting Accountant of Academy Trusts issued by ESFA. We performed a limited assurance engagement as defined in our engagement letter.

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

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

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



## Archbishop Benson Church of England Primary School

### Independent Reporting Accountant's Assurance Report on Regularity to Archbishop Benson Church of England Primary School and the Education and Skills Funding Agency (continued)

The work undertaken to draw to our conclusion includes:

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

#### Conclusion

In the course of our work, except for the matters listed below 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 2022 to 31 August 2023 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

- The Trust entered into a hire purchase agreement for £9,800 in respect of a Kawasaki Mule, without obtaining advance approval from the ESFA.
- The Trust did not notify the ESFA in advance of a related party transaction relating to key management.

PKF Francis Clark

.....  
Darren Perry BA (Hons) ACA DChA  
PKF Francis Clark, Chartered Accountants

Lowin House  
Tregolls Road  
Truro  
TR1 2NA

Date: 20/12/23

## Archbishop Benson Church of England Primary School

### Statement of Financial Activities for the Year Ended 31 August 2023 (including Income and Expenditure Account)

	Note	Unrestricted Funds £	Restricted General Funds £	Restricted Fixed Asset Funds £	2022/23 Total £
<b>Income and endowments from:</b>					
Donations and capital grants	2	-	13,064	166,102	179,166
<i>Charitable activities:</i>					
Funding for the Academy Trust's charitable operations	3	36,642	2,190,875	-	2,227,517
Other trading activities	4	110,075	-	-	110,075
Investments	5	48	-	-	48
<b>Total</b>		<b>146,765</b>	<b>2,203,939</b>	<b>166,102</b>	<b>2,516,806</b>
<b>Expenditure on:</b>					
Raising funds	6	16,065	-	-	16,065
<i>Charitable activities:</i>					
Academy trust educational operations	7	76,771	2,243,775	132,264	2,452,810
<b>Total</b>		<b>92,836</b>	<b>2,243,775</b>	<b>132,264</b>	<b>2,468,875</b>
Net income/(expenditure)		53,929	(39,836)	33,838	47,931
Transfers between funds		(42,089)	-	42,089	-
<b>Other recognised gains and losses</b>					
Actuarial (loss)/gain on defined benefit pension schemes	23	-	60,000	-	60,000
Net movement in funds		11,840	20,164	75,927	107,931
<b>Reconciliation of funds</b>					
Total funds brought forward at 1 September 2022		167,519	110,325	204,008	481,852
Total funds carried forward at 31 August 2023		179,359	130,489	279,935	589,783

## Archbishop Benson Church of England Primary School

### Statement of Financial Activities for the Year Ended 31 August 2022 (including Income and Expenditure Account)

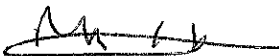
	Note	Unrestricted Funds £	Restricted General Funds £	Restricted Fixed Asset Funds £	2021/22 Total £
<b>Income and endowments from:</b>					
Donations and capital grants	2	-	3,292	8,629	11,921
<i>Charitable activities:</i>					
Funding for the Academy Trust's charitable operations	3	36,629	2,060,799	-	2,097,428
Other trading activities	4	87,348	-	-	87,348
Investments	5	40	-	-	40
<b>Total</b>		<u>124,017</u>	<u>2,064,091</u>	<u>8,629</u>	<u>2,196,737</u>
<b>Expenditure on:</b>					
Raising funds	6	13,007	-	-	13,007
<i>Charitable activities:</i>					
Academy trust educational operations	7	<u>80,219</u>	<u>2,156,205</u>	<u>111,374</u>	<u>2,347,798</u>
<b>Total</b>		<u>93,226</u>	<u>2,156,205</u>	<u>111,374</u>	<u>2,360,805</u>
Net income/(expenditure)		30,791	(92,114)	(102,745)	(164,068)
Transfers between funds		(32,251)	-	32,251	-
<b>Other recognised gains and losses</b>					
Actuarial gain on defined benefit pension schemes	23	-	<u>1,286,000</u>	-	<u>1,286,000</u>
Net movement in (deficit)/funds		(1,460)	1,193,886	(70,494)	1,121,932
<b>Reconciliation of funds</b>					
Total funds/(deficit) brought forward at 1 September 2021		<u>168,979</u>	<u>(1,083,561)</u>	<u>274,502</u>	<u>(640,080)</u>
Total funds carried forward at 31 August 2022		<u>167,519</u>	<u>110,325</u>	<u>204,008</u>	<u>481,852</u>

# Archbishop Benson Church of England Primary School

(Registration number: 07705878)  
Balance Sheet as at 31 August 2023

	Note	2023 £	2022 £
<b>Fixed assets</b>			
Tangible assets	11	279,935	204,008
<b>Current assets</b>			
Stocks	12	7,055	9,762
Debtors	13	280,280	69,273
Cash at bank and in hand		<u>332,477</u>	<u>412,262</u>
		619,812	491,297
<b>Liabilities</b>			
Creditors: Amounts falling due within one year		<u>(303,657)</u>	<u>(168,453)</u>
Net current assets		<u>316,155</u>	<u>322,844</u>
Total assets less current liabilities		596,090	526,852
Creditors: Amounts falling due after more than one year	15	<u>(6,307)</u>	<u>-</u>
Net assets excluding pension asset		589,783	526,852
Defined benefit pension scheme liability	23	<u>-</u>	<u>(45,000)</u>
<b>Total net assets</b>		<b><u>589,783</u></b>	<b><u>481,852</u></b>
<b>Funds of the Academy:</b>			
<b>Restricted funds</b>			
Restricted general fund	16	130,489	155,325
Restricted fixed asset fund	16	279,935	204,008
Pension reserve	16	<u>-</u>	<u>(45,000)</u>
		410,424	314,333
<b>Unrestricted funds</b>			
Unrestricted general fund	16	<u>179,359</u>	<u>167,519</u>
<b>Total funds</b>		<b><u>589,783</u></b>	<b><u>481,852</u></b>

The financial statements on pages 48 to 75 were approved by the Trustees and authorised for issue on 30.11.23 and are signed on their behalf by:

  
.....  
Mrs M J Hoare (Chair of Trustees)  
Trustee

## Archbishop Benson Church of England Primary School

### Statement of Cash Flows for the year ended 31 August 2023

	Note	2023 £	2022 £
<b>Cash flows from operating activities</b>			
Net cash provided by operating activities	19	118,885	161,203
Cash flows from investing activities	20	(198,343)	(83,628)
Cash flows from financing activities		<u>(327)</u>	<u>-</u>
Change in cash and cash equivalents in the year		(79,785)	77,575
Cash and cash equivalents at 1 September		<u>412,262</u>	<u>334,687</u>
Cash and cash equivalents at 31 August	21	<u><u>332,477</u></u>	<u><u>412,262</u></u>

# Archbishop Benson Church of England Primary School

## Notes to the Financial Statements for the Year Ended 31 August 2023

### 1 Accounting policies

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

#### Basis of preparation

The financial statements of the Academy Trust, which is a public benefit entity under FRS 102, have been prepared under the historical cost convention in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102), the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)), the Academies Accounts Direction 2022 to 2023 issued by ESFA, the Charities Act 2011 and the Companies Act 2006.

Archbishop Benson Church of England Primary School meets the definition of a public benefit entity under FRS 102.

#### Going concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the company to continue as a going concern. The Trustees make this assessment in respect of a period of one year from the date of approval of the financial statements. The Trustees have concluded that the Academy Trust has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Academy Trust's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

#### Income

All incoming resources are recognised when the academy trust has entitlement to the funds, the receipt is probable and the amount can be measured reliably.

# Archbishop Benson Church of England Primary School

## Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

### 1 Accounting policies (continued)

#### **Grants**

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of meeting any performance-related conditions there is not unconditional entitlement to the income and its recognition is deferred and included in creditors as deferred income until the performance-related conditions are met. Where entitlement occurs before income is received, the income is accrued.

General Annual Grant is recognised in full in the Statement of Financial Activities in the year for which it is receivable and any abatement in respect of the period is deducted from income and recognised as a liability.

Capital grants are recognised in full when there is an unconditional entitlement to the grant. Unspent amounts of capital grants are reflected in the balance sheet in the restricted fixed asset fund. Capital grants are spent on capital projects in line with the terms and conditions of the grant. Capital grants are recognised when there is entitlement and are not deferred over the life of the asset on which they are expended.

#### **Donations**

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

#### **Other income**

Other income, including the hire of facilities, is recognised in the period it is receivable and to the extent the academy trust has provided the goods or services.

#### **Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

All resources expended are inclusive of irrecoverable VAT.

#### **Expenditure on raising funds**

This includes all expenditure incurred by the academy trust to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

#### **Charitable activities**

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

# Archbishop Benson Church of England Primary School

## Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

### 1 Accounting policies (continued)

#### Tangible fixed assets

Tangible fixed assets are recognised on the balance sheet when it is deemed that the Academy Trust has control over the asset. In the case of the school land and buildings the Academy Trust has a license to occupy, evidenced by a supplemental agreement between the Academy Trust, the Diocese and the Secretary of State. Having perused the arrangement with the Diocese, the trustees have concluded that control of the school land and buildings is retained by the Diocese and hence no land and building assets are recognised on the balance sheet. Any capital improvement works undertaken to the building are recognised as leasehold improvements and capitalised, depreciated over 2 years in line with the length of the supplemental agreement. As a notional rental charge cannot be reliably measured for the value of the Diocese land and building, no such entries have been included in the accounts.

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

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

Depreciation is provided on all tangible fixed assets other than freehold land, 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>
Furniture and equipment	20% straight line
Computer equipment	33% straight line
Motor vehicles	25% straight line
Leasehold improvements	50% straight line

#### Liabilities

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



# Archbishop Benson Church of England Primary School

## Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

### 1 Accounting policies (continued)

#### *Provisions*

Provisions are recognised when the academy trust has an obligation at the reporting date as a result of a past event which it is probable will result in the transfer of economic benefits and the obligation can be estimated reliably.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

#### **Leased assets**

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

#### **Financial Instruments**

The academy trust only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the academy trust and their measurement basis are as follows:

Financial assets - trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost as detailed in note 13. Prepayments are not financial instruments.

Cash at bank - is classified as a basic financial instrument and is measured at face value.

Financial liabilities - trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost as detailed in notes 14. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

#### **Stock**

Unsold uniform stock is valued at the lower of cost or net realisable value.

#### **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.

# Archbishop Benson Church of England Primary School

## Notes to the Financial Statements for the Year Ended 31 August 2023 (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.

The TPS is an unfunded scheme and contributions are calculated so as to spread the cost of pensions over employees' working lives with the Academy Trust in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary on the basis of quadrennial valuations using a prospective unit credit method. TPS is an unfunded multi-employer scheme with no underlying assets to assign between employers. Consequently, the TPS is treated as a defined contribution scheme for accounting purposes and the contributions recognised in the period to which they relate.

The LGPS is a funded multi-employer scheme and the assets are held separately from those of the Academy Trust in separate trustee administered funds. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit credit method and discounted at a rate equivalent to the current rate of return on a high quality corporate bond of equivalent term and currency to the liabilities. The actuarial valuations are obtained at least triennially and are updated at each balance sheet date. The amounts charged to operating surplus are the current service costs and the costs of scheme introductions, benefit changes, settlements and curtailments. They are included as part of staff costs as incurred. Net interest on the net defined benefit liability/asset is also recognised in the Statement of Financial Activities and comprises the interest cost on the defined benefit obligation and interest income on the scheme assets, calculated by multiplying the fair value of the scheme assets at the beginning of the period by the rate used to discount the benefit obligations. The difference between the interest income on the scheme assets and the actual return on the scheme assets is recognised in other recognised gains and losses.

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

#### Fund accounting

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

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

Restricted general funds comprise all other restricted funds received with restrictions imposed by the funder/donor and include grants from the Education Skills Funding Agency/Department for Education.

#### Critical accounting estimates and areas of judgement

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

# Archbishop Benson Church of England Primary School

## Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

### 1 Accounting policies (continued)

#### *Critical accounting estimates and assumptions*

The Academy Trust makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

The present value of the Local Government Pension Scheme defined benefit liability depends on a number of factors that are determined on an actuarial basis using a variety of assumptions. The assumptions used in determining the net cost (income) for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 23, will impact the carrying amount of the pension liability. Furthermore a roll forward approach which projects results from the latest full actuarial valuation performed at 31 March 2022 has been used by the actuary in valuing the pensions liability at 31 August 2023. Any differences between the figures derived from the roll forward approach and a full actuarial valuation would impact on the carrying amount of the pension liability.

As at 31 August 2023, the actuarial valuation for the Trust includes a surplus totalling £197,000 (2022: £45,000 deficit). This surplus has not been recognised within the financial statements.

High UK corporate bond yields have resulted in high accounting discount rates which contributed to the closing surplus position. There is no specific guidance in FRS 102 in relation to surplus balances, therefore reference has been made to IAS 19. This requires any surplus recognition to be limited to the present value of economic benefits available in the form of either refunds or reduced future contributions (the asset ceiling).

The right to a refund would occur in the form of a credit payable to the Trust, for example on exiting the pension fund. Whether any refund is provided is governed by Regulation 64 of the 2013 Local Government Pension Scheme Regulations and set out in the specific local authority funding strategy statement. The payment of this credit is at the discretion of the local authority based on a variety of pre-determined factors. Given there are no circumstances to suggest an exit from the fund and the determination of any credit is outside the control of the Trust, there is no basis to recognise any surplus.

With regards to reduced contributions, IAS 19 references minimum funding requirements used by certain schemes which limit the scope for contribution reductions. The LGPS administering authority must obtain a rates and adjustments certificate every three years that shows the contributions to be paid by each employer to the pension fund for the following three years, thereby limiting the availability of any contribution reductions. Additionally, the local authority funding strategy statement provides for potential reductions in future contributions, but these would be at the discretion of the local authority with, in the majority of cases, academies being part of a stabilisation approach which sets a limit on any change to contributions e.g. to 1% of pay per year. This suggests minimum funding requirements are applicable to the Trust as determined by IAS19. When actuary asset ceiling calculations assume that minimum funding requirements exist, they provide an asset ceiling value of £Nil.

Based on the above, it cannot be determined that a flow of future benefits is probable therefore no asset has been recognised.

## Archbishop Benson Church of England Primary School

### Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

#### 2 Donations and capital grants

	Restricted General Funds £	Restricted Fixed Asset Funds £	2022/23 Total £	2021/22 Total £
Capital grants	-	166,102	166,102	8,629
Other donations	13,064	-	13,064	3,292
	<u>13,064</u>	<u>166,102</u>	<u>179,166</u>	<u>11,921</u>

#### 3 Funding for the Academy Trust's charitable operations

	Unrestricted funds £	Restricted funds £	Total 2022/23 £	Total 2021/22 £
<b>DfE/ESFA revenue grants</b>				
General Annual Grant	-	1,778,505	1,778,505	1,743,588
Other DfE /ESFA Grants	-	63,912	63,912	63,652
Pupil Premium	-	127,563	127,563	108,997
UIFSM	-	70,188	70,188	64,471
MSAG	-	47,267	47,267	-
	-	<u>2,087,435</u>	<u>2,087,435</u>	<u>1,980,708</u>
<b>Other government grants</b>				
LA Grants	-	68,034	68,034	48,602
<b>Non-government grants and other income</b>				
Non grants income	<u>36,642</u>	<u>35,406</u>	<u>72,048</u>	<u>68,118</u>
Total grants	<u>36,642</u>	<u>2,190,875</u>	<u>2,227,517</u>	<u>2,097,428</u>

## Archbishop Benson Church of England Primary School

### Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

#### 4 Other trading activities

	Unrestricted Funds £	2022/23 Total £	2021/22 Total £
Hire of facilities	13,436	13,436	8,764
Recharges and reimbursements	-	-	640
Other income	96,639	96,639	77,944
	<u>110,075</u>	<u>110,075</u>	<u>87,348</u>

#### 5 Investment income

	Unrestricted Funds £	2023/22 Total £	2022/21 Total £
Short term deposits	<u>48</u>	<u>48</u>	<u>40</u>

#### 6 Expenditure

	Non Pay Expenditure			2023/22 Total £	2022/21 Total £
	Staff costs £	Premises £	Other costs £		
<b>Expenditure on raising funds</b>					
Direct costs	-	-	16,065	16,065	13,007
<b>Academy's educational operations</b>					
Direct costs	1,515,310	-	124,608	1,639,918	1,461,497
Allocated support costs	409,751	258,756	144,385	812,892	886,301
	<u>1,925,061</u>	<u>258,756</u>	<u>285,058</u>	<u>2,468,875</u>	<u>2,360,805</u>

## Archbishop Benson Church of England Primary School

### Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

#### 6 Expenditure (continued)

Net income/(expenditure) for the year includes:

	2022/23 £	2021/22 £
Operating leases - other leases	4,784	2,924
Fees payable to auditor - audit	10,400	9,000
- other audit services	2,640	3,920
Depreciation	<u>132,264</u>	<u>111,374</u>

#### 7 Charitable activities

	Total 2023 £	Total 2022 £
Direct costs - educational operations	1,639,918	1,461,497
Support costs - educational operations	<u>812,892</u>	<u>886,301</u>
	<u>2,452,810</u>	<u>2,347,798</u>

	Educational operations £	Total 2023 £	Total 2022 £
<b>Analysis of support costs</b>			
Support staff costs	409,751	409,751	525,834
Depreciation	132,264	132,264	111,374
Technology costs	24,674	24,674	14,189
Premises costs	126,492	126,492	84,654
Legal costs	2,526	2,526	1,015
Other support costs	104,145	104,145	136,315
Governance costs	<u>13,040</u>	<u>13,040</u>	<u>12,920</u>
Total support costs	<u>812,892</u>	<u>812,892</u>	<u>886,301</u>

# Archbishop Benson Church of England Primary School

## Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

### 8 Staff

#### Staff costs

	2022/23 £	2021/22 £
<b>Staff costs during the year were:</b>		
Wages and salaries	1,320,496	1,233,448
Social security costs	112,196	99,532
Pension costs	307,406	435,498
	<u>1,740,098</u>	<u>1,768,478</u>
Supply teacher costs	184,963	105,841
	<u>1,925,061</u>	<u>1,874,319</u>

#### Staff numbers

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

	2022/23 No	2021/22 No
<b>Charitable Activities</b>		
Teachers	19	20
Administration and support (including teaching assistants)	40	38
Management	3	3
	<u>62</u>	<u>61</u>

# Archbishop Benson Church of England Primary School

## Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

### 8 Staff (continued)

#### Higher paid staff

The number of employees whose emoluments (excluding employer's pension costs and employer's National Insurance) exceeded £60,000 was:

	2023 No	2022 No
£70,001 - £80,000	<u>1</u>	<u>1</u>

#### Key management personnel

The key management personnel of the Academy Trust comprise the Trustees and the senior management team as listed on page 1. The total amount of employee benefits (including employer pension contributions and employer national insurance contributions) received by key management personnel for their services to the Academy Trust was £249,838 (2022: £203,149).

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

One or more Trustees has been paid remuneration or has received other benefits from employment with the Academy Trust. The principal and other staff Trustees only receive remuneration in respect of services they provide undertaking the roles of principal and staff members under their contracts of employment.

The value of Trustees' remuneration and other benefits was as follows:

Mrs H Giblett (Head Teacher) :

Remuneration: £75,000 - £80,000 (2022 - £70,000 - £75,000)

Employer's pension contributions: £15,000 - £20,000 (2022 - £15,000 - £20,000)

Mrs C M Power :

Remuneration: £55,000 - £60,000 (2022 - £50,000 - £55,000)

Employer's pension contributions: £10,000 - £15,000 (2022 - £10,000 - £15,000)

For Staff Governors who became a Trustee or resigned as a Trustee midway through a year their remuneration has been prorated to reflect the amounts received during their post.

During the year ended 31 August 2023, expenses for classroom supplies totalling £54 (2022 - £Nil) were due to be reimbursed or paid directly to 1 trustee.

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



## Archbishop Benson Church of England Primary School

### Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

#### 10 Governors' 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 £5,000,000 on any one claim and the cost for the year ended 31 August 2023 was £9,823 (2022 - £9,664).

The cost of this insurance disclosed is part of an all risks insurance and the governance element is not itemised and therefore the amount disclosed is the total insurance cost.

#### 11 Tangible fixed assets

	Leasehold Improvements £	Furniture and equipment £	Motor vehicles £	Computer equipment £	Total £
<b>Cost</b>					
At 1 September 2022	128,830	440,673	21,995	153,408	744,906
Additions	<u>169,814</u>	<u>21,592</u>	<u>9,800</u>	<u>6,985</u>	<u>208,191</u>
At 31 August 2023	<u>298,644</u>	<u>462,265</u>	<u>31,795</u>	<u>160,393</u>	<u>953,097</u>
<b>Depreciation</b>					
At 1 September 2022	55,680	334,971	21,995	128,252	540,898
Charge for the year	<u>72,152</u>	<u>44,347</u>	<u>204</u>	<u>15,561</u>	<u>132,264</u>
At 31 August 2023	<u>127,832</u>	<u>379,318</u>	<u>22,199</u>	<u>143,813</u>	<u>673,162</u>
<b>Net book value</b>					
At 31 August 2023	<u>170,812</u>	<u>82,947</u>	<u>9,596</u>	<u>16,580</u>	<u>279,935</u>
At 31 August 2022	<u>73,150</u>	<u>105,702</u>	<u>-</u>	<u>25,156</u>	<u>204,008</u>

# Archbishop Benson Church of England Primary School

## Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

### 11 Tangible fixed assets (continued)

Tangible fixed assets are recognised on the balance sheet when it is deemed that the Academy Trust has control over the asset. In the case of the school land and buildings the Academy Trust has a license to occupy, evidence by a supplemental agreement between the Academy Trust, the Diocese and the Secretary of State. Having perused the arrangement with the Diocese, the trustees have concluded that control of the school land and buildings is retained by the Diocese and hence no land and building assets are recognised on the balance sheet.

### 12 Stock

	2023	2022
	£	£
Clothing	<u>7,055</u>	<u>9,762</u>

### 13 Debtors

	2023	2022
	£	£
Prepayments	46,814	16,058
Accrued grant and other income	122,053	20,600
VAT recoverable	<u>111,413</u>	<u>32,615</u>
	<u>280,280</u>	<u>69,273</u>

## Archbishop Benson Church of England Primary School

### Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

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

	2023 £	2022 £
Trade creditors	61,581	43,733
Other taxation and social security	28,126	22,224
Other creditors	4,243	-
Pension scheme creditor	33,768	30,142
Loans	3,019	-
Accruals	112,623	23,854
Deferred income	60,297	48,500
	<u>303,657</u>	<u>168,453</u>
	2023 £	2022 £
<b>Deferred income</b>		
Deferred income at 1 September 2022	48,500	40,144
Resources deferred in the period	60,297	48,500
Amounts released from previous periods	<u>(48,500)</u>	<u>(40,144)</u>
Deferred income at 31 August 2023	<u>60,297</u>	<u>48,500</u>

Included in this balance is £43,043 UIFSM grant monies received in advance for funds relating to the financial year 2023/24, together with amounts received in advance in respect of before and after school club and school trips.

#### 15 Creditors: amounts falling due in greater than one year

	2023 £
Loans	<u>6,307</u>

Included within loans is a hire purchase contract of £9,326 (2022: £nil), analysed as £3,019 due in less than one year and £6,307 due in over one year. The hire purchase contract has been provided by CNH Industrial Capital Europe and is repayable in monthly installments including interest over 3 years.

## Archbishop Benson Church of England Primary School

### Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

#### 16 Funds

	Balance at 1 September 2022 £	Incoming resources £	Resources expended £	Gains, losses and transfers £	Balance at 31 August 2023 £
<b>Restricted funds</b>					
<i>Restricted general funds</i>					
General Annual Grant	89,456	1,778,505	(1,806,497)	-	61,464
LA and other grants	14,917	68,034	(43,644)	-	39,307
Other DfE/ESFA grants	-	63,912	(63,912)	-	-
Other restricted non grant	23,501	48,470	(42,253)	-	29,718
Pupil premium	27,451	127,563	(155,014)	-	-
ESFA - UIFSM	-	70,188	(70,188)	-	-
ESFA - MSAG	-	47,267	(47,267)	-	-
<i>Restricted fixed asset funds</i>					
DfE/ESFA capital grants	-	166,102	-	(166,102)	-
Assets purchased since conversion	204,008	-	(132,264)	208,191	279,935
<i>Pension reserve funds</i>					
Pension reserve	(45,000)	-	(15,000)	60,000	-
<b>Total restricted funds</b>	<b>314,333</b>	<b>2,370,041</b>	<b>(2,376,039)</b>	<b>102,089</b>	<b>410,424</b>
<i>Unrestricted general funds</i>					
Unrestricted funds	167,519	146,765	(92,836)	(42,089)	179,359
<b>Total unrestricted funds</b>	<b>167,519</b>	<b>146,765</b>	<b>(92,836)</b>	<b>(42,089)</b>	<b>179,359</b>
Total endowment funds	-	-	-	-	-
<b>Total funds</b>	<b>481,852</b>	<b>2,516,806</b>	<b>(2,468,875)</b>	<b>60,000</b>	<b>589,783</b>

## Archbishop Benson Church of England Primary School

### Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

#### 16 Funds (continued)

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

- The General Annual Grant restricted fund relates to the main revenue funding received from the ESFA for the ongoing provision of education services.
- The LA and other grants consists of restricted SEN funding which is for the provision of education and training services to children with special educational needs.
- Other DfE/ESFA grants consists of PE & Sports grant funding which is received to improve physical education and sport in primary schools in England. Supplementary grants are also included which are additional funds to support the provision of educational services.
- The Pupil Premium is used for the specific purposes of raising attainment of disadvantaged pupils and closing gap with their peers, and supporting children with parents in the regular armed forces.
- The Universal Infant Free School Meals (UIFSM) is designated to allow all infant stage pupils to benefit from free school meals.
- The Maintained Schools Additional Grant (MSAG) is for the provision of education services.
- The defined benefit pension fund represents the current deficit on the Local Government Pension Scheme.
- The Academy Trust operates restricted fixed asset funds. Income that is received by the Academy Trust for the purchase of specific capital items or projects is allocated to these funds.
- The other restricted non grant fund relates to the funding received for educational visits or other activities.

# Archbishop Benson Church of England Primary School

## Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

### 16 Funds (continued)

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

	Balance at 1 September 2021 £	Incoming resources £	Resources expended £	Gains, losses and transfers £	Balance at 31 August 2022 £
<b>Restricted funds</b>					
<i>Restricted general funds</i>					
General Annual Grant	-	1,743,588	(1,672,912)	18,780	89,456
LA and other grants	5,000	48,602	(38,685)	-	14,917
Other DfE/ESFA grants	23,941	63,652	(68,813)	(18,780)	-
Other restricted non grant	21,566	34,781	(32,846)	-	23,501
Pupil premium	5,280	108,997	(86,826)	-	27,451
ESFA - UIFSM	3,652	64,471	(68,123)	-	-
<i>Restricted fixed asset funds</i>					
DfE/ESFA capital grants	42,788	8,629	-	(51,417)	-
Assets purchased since conversion	231,714	-	(111,374)	83,668	204,008
<i>Pension reserve funds</i>					
Pension reserve	(1,143,000)	-	(188,000)	1,286,000	(45,000)
<b>Total restricted funds</b>	<b>(809,059)</b>	<b>2,072,720</b>	<b>(2,267,579)</b>	<b>1,318,251</b>	<b>314,333</b>
<i>Unrestricted general funds</i>					
Unrestricted funds	168,979	124,017	(93,226)	(32,251)	167,519
<b>Total unrestricted funds</b>	<b>168,979</b>	<b>124,017</b>	<b>(93,226)</b>	<b>(32,251)</b>	<b>167,519</b>
Total endowment funds	-	-	-	-	-
<b>Total funds</b>	<b>(640,080)</b>	<b>2,196,737</b>	<b>(2,360,805)</b>	<b>1,286,000</b>	<b>481,852</b>

## Archbishop Benson Church of England Primary School

### Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

#### 17 Analysis of net assets between funds

Fund balances at 31 August 2023 are represented by:

	Unrestricted Funds £	Restricted General Funds £	Restricted Fixed Asset Funds £	Total Funds £
Tangible fixed assets	-	-	279,935	279,935
Current assets	192,059	427,753	-	619,812
Current liabilities	(12,700)	(290,957)	-	(303,657)
Creditors over 1 year	-	(6,307)	-	(6,307)
Total net assets	<u>179,359</u>	<u>130,489</u>	<u>279,935</u>	<u>589,783</u>

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

	Unrestricted Funds £	Restricted General Funds £	Restricted Fixed Asset Funds £	Total Funds £
Tangible fixed assets	-	-	204,008	204,008
Current assets	175,519	315,778	-	491,297
Current liabilities	(8,000)	(160,453)	-	(168,453)
Pension scheme liability	-	(45,000)	-	(45,000)
Total net assets	<u>167,519</u>	<u>110,325</u>	<u>204,008</u>	<u>481,852</u>

#### 18 Financial commitments

##### *Operating leases*

At 31 August 2023 the total of the Academy trust's future minimum lease payments under non-cancellable operating leases was:

	2023 £	2022 £
Amounts due within one year	2,479	2,924
Amounts due between one and five years	8,058	-
	<u>10,537</u>	<u>2,924</u>

## Archbishop Benson Church of England Primary School

### Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

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

	2023 £	2022 £
Net income/(expenditure)	47,931	(164,068)
Depreciation	132,264	111,374
Interest receivable	(48)	(40)
Interest payable	(147)	-
Defined benefit pension scheme cost less contributions payable	13,000	168,000
Defined benefit pension scheme finance cost	2,000	20,000
Decrease/(increase) in stocks	2,707	(1,602)
(Increase)/decrease in debtors	(211,007)	42,981
Increase/(decrease) in creditors	132,185	(15,442)
Net cash provided by Operating Activities	<u>118,885</u>	<u>161,203</u>

#### 20 Cash flows from investing activities

	2022/23 £	2021/22 £
Dividends, interest and rents from investments	48	40
Purchase of tangible fixed assets	<u>(198,391)</u>	<u>(83,668)</u>
Net cash used in investing activities	<u>(198,343)</u>	<u>(83,628)</u>

#### 21 Analysis of cash and cash equivalents

	2023 £	2022 £
Cash in hand and at bank	<u>332,477</u>	<u>412,262</u>
Total cash and cash equivalents	<u>332,477</u>	<u>412,262</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.



# Archbishop Benson Church of England Primary School

## Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

### 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 Cornwall Council. Both are multi-employer defined benefit schemes.

The latest actuarial valuation of the TPS related to the period ended 31 March 2016 and of the LGPS 31 March 2022.

Contributions amounting to £33,768 (2022 - £30,142) 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' Pension Scheme Regulations 2014. Membership is automatic for teachers in academy trusts. All teachers have the option to opt-out of the TPS following enrolment.

The TPS is an unfunded scheme to which both member and employer makes contributions, as a percentage of salary - these contributions are credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

#### Valuation of the Teachers' Pension Scheme

The Government Actuary, using normal actuarial principles, conducts a formal actuarial review of the TPS in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014 published by HM Treasury every 4 years. The aim of the review is to specify the level of future contributions. Actuarial scheme valuations are dependent on assumptions about the value of future costs, design of benefits and many other factors. The 31 March 2016 TPS actuarial valuation results were implemented from 1 September 2019.

The key elements of the valuation and subsequent consultation are:

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

The latest actuarial TPS valuation results, as at 31 March 2020, were released in October 2023. The revised employer contribution rate, arising from this valuation, is due to be implemented from 1 April 2024.

# Archbishop Benson Church of England Primary School

## Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

### 23 Pension and similar obligations (continued)

The employer's pension costs paid to TPS in the period amounted to £178,105 (2022: £160,437).

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

Under the definitions set out in FRS 102, the TPS is an unfunded multi-employer pension scheme. The academy trust has accounted for its contributions to the scheme as if it were a defined contribution scheme. The academy trust has set out above the information available on the scheme.

### Local government pension schemes

The LGPS is a funded defined benefit pension scheme, with the assets held in separate trustee-administered funds. The total contribution made for the year ended 31 August 2023 was £150,000 (2022 - £136,000), of which employer's contributions totalled £120,000 (2022 - £109,000) and employees' contributions totalled £30,000 (2022 - £27,000). The agreed contribution rates for future years are 22.9% per cent for employers and 5.5% - 12.5% per cent for employees. The scheme is managed by Cornwall Council.

Due to the scheme being in deficit lump sum amounts of £12,425 (2022 - £21,300) were paid into the scheme.

Parliament has agreed, at the request of the Secretary of State for Education, to a guarantee that, in the event of an academy trust closure, outstanding Local Government Pension Scheme liabilities would be met by the Department for Education. The guarantee came into force on 18 July 2013 and on 21 July 2022, the Department for Education reaffirmed its commitment to the guarantee, with a parliamentary minute published on GOV.UK.

### Local Government Pension Scheme surplus

As at 31 August 2023, the actuarial valuation for the Trust includes a surplus totalling £197,000 (2022: £45,000 deficit). This surplus has not been recognised within the financial statements as explained in more detail in the critical areas of judgement note in the accounting policies.

### Principal actuarial assumptions

	2023	2022
	%	%
Rate of increase in salaries	3.00	3.05
Rate of increase for pensions in payment/inflation	3.00	3.05
Discount rate for scheme liabilities	5.20	4.25
Inflation assumptions (CPI)	<u>3.00</u>	<u>3.05</u>

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

## Archbishop Benson Church of England Primary School

### Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

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

	2023	2022
<b>Retiring today</b>		
Males retiring today	21.00	21.30
Females retiring today	24.10	23.90
<b>Retiring in 20 years</b>		
Males retiring in 20 years	21.50	22.50
Females retiring in 20 years	<u>25.10</u>	<u>25.60</u>
<b>Sensitivity analysis</b>		
	<b>2023</b>	<b>2022</b>
	£	£
Discount rate +0.1%	39,000	42,000
Discount rate -0.1%	(39,000)	(42,000)
Mortality assumption – 1 year increase	(70,000)	(74,000)
Mortality assumption – 1 year decrease	70,000	74,000
CPI rate +0.1%	(38,000)	(40,000)
CPI rate -0.1%	<u>38,000</u>	<u>40,000</u>

The academy trust's share of the assets in the scheme were:

	2023	2022
	£	£
Equities	1,070,300	1,006,320
Corporate bonds	700,560	610,980
Property	136,220	143,760
Cash	<u>38,920</u>	<u>35,940</u>
Total market value of assets	<u>1,946,000</u>	<u>1,797,000</u>

The actual return on scheme assets was (£137,000) (2022 - (£103,000)).

## Archbishop Benson Church of England Primary School

### Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

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

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

	2022/23 £	2021/22 £
Current service cost	(133,000)	(277,000)
Interest income	79,000	30,000
Interest cost	(81,000)	(50,000)
Total amount recognized in the SOFA	<u>(135,000)</u>	<u>(297,000)</u>

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

	2022/23 £	2021/22 £
At start of period	1,842,000	2,897,000
Current service cost	133,000	277,000
Interest cost	81,000	50,000
Employee contributions	30,000	27,000
Actuarial (gain)/loss	(304,000)	(1,389,000)
Benefits paid	(33,000)	(20,000)
At 31 August	<u>1,749,000</u>	<u>1,842,000</u>

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

	2022/23 £	2021/22 £
At start of period	1,797,000	1,754,000
Interest income	79,000	30,000
Actuarial gain/(loss)	(47,000)	(103,000)
Employer contributions	120,000	109,000
Employee contributions	30,000	27,000
Benefits paid	(33,000)	(20,000)
At 31 August	<u>1,946,000</u>	<u>1,797,000</u>

#### 24 Related party transactions

Owing to the nature of the academy trust and the composition of the board of Trustees being drawn from local public and private sector organisations, transactions may take place with organisations in which the trustees have an interest. The following related party transactions took place in the financial period.

The Academy Trust occupies the school building, which is owned by the Diocese of Truro. A lease agreement exists between the two parties however no rental payments are charged.

# Archbishop Benson Church of England Primary School

## Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

### 24 Related party transactions (continued)

#### Income related party transactions

During the year the academy made the following related party transactions:

#### Friends of Archbishop Benson School

(H Giblett, a trustee and accounting officer of Archbishop Benson is also a trustee of Friends of Archbishop Benson School)

Transactions totalling £14,477 (2022: £nil) which consists of donations from Friends of Archbishop Benson School took place in the year. At the balance sheet date the amount due from Friends of Archbishop Benson School was £14,477 (2022: £nil).

In entering into the transaction the academy trust has complied with the requirements of the Academy Trust Handbook 2022.

#### Expenditure related party transactions

During the year the academy made the following related party transactions:

#### The Happy Fencer and Gardener

(Spouse of key management)

During the year the academy paid for fencing work of £5,700. The transaction was not reported in advance of the ESFA, but has been reported subsequently.