

JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020**



JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE
(A company limited by guarantee)

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REFERENCE AND ADMINISTRATIVE DETAILS

Members

Emma Carr
Justyn Crane
Phillipa Henry (resigned 6 October 2020)
Debra Hiley (resigned 17 November 2019)
Claire McKeown (resigned 3 December 2019)
Lucy Potter (appointed 3 December 2019)
Helen Thomas
Kevin Welford

Trustees

Andrew Collard, Staff Trustee (appointed 19 May 2020)¹
Jennifer Davies, Staff Trustee (resigned 31 July 2020)
Sam Dudley, Parent Trustee (resigned 27 April 2020)¹
Andrew Evans, Headteacher and Accounting Officer¹
Julie Godfrey, Parent Trustee (appointed 17 January 2020)
Joanne Hartness, Co-Opted Trustee (appointed 19 May 2020)
Donald Henderson, Staff Trustee (resigned 18 October 2020)¹
Phillipa Henry, Parent Trustee (up to 6 October 2020), Staff Trustee (from 7 October 2020)¹
Debra Hiley, Chair and Parent Trustee (resigned 17 November 2019)
Robert Jenkins, Co-opted Trustee (appointed 22 October 2019)
Dulcie Karadia, Community Trustee (resigned 1 October 2019)¹
Claire McKeown, Parent Trustee and Vice Chair (resigned 3 December 2019)
Lucy Potter, Chair and Parent Trustee¹
Roger Price, Parent Trustee (appointed 17 January 2020)
Louise Ronan, Co-opted Trustee (resigned 2 October 2020)¹
Penny Seaborn-Williams, Co-opted Trustee
Rachel Ussher, Community Trustee and Vice Chair

¹ Members of the Finance, Audit and Premises Committee

**Company registered
number**

07631985

Company name

John Masefield High School and Sixth Form Centre

**Principal and registered
office**

Mabel's Furlong
Ledbury
Herefordshire
HR8 2HF

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FOR THE YEAR ENDED 31 AUGUST 2020

Company secretary Norman Moon (resigned 3 December 2019)
Rebecca French (appointed 4 December 2019)

Chair of Trustees Lucy Potter

Senior management team Karen Barker, SENCO (extended SLT)
Wendy Bradbeer, School Business Manager
Andrew Collard, Deputy Headteacher
Andrew Evans, Headteacher
Peter Hammond, Assistant Headteacher
Mark Hawksworth, Assistant Headteacher
Lana Laidler, Faculty Leader (extended SLT)
Andrew Williams, Assistant Headteacher
Dean Wyatt, Assistant Headteacher

Independent auditors WR Partners
Chartered Accountants
Statutory Auditors
Belmont House
Shrewsbury Business Park
Shrewsbury
Shropshire
SY2 6LG

Bankers Barclays Bank PLC
1-3 Broad Street
Hereford
Herefordshire
HR4 9BA

Solicitors Browne Jacobson LLP
Victoria House
Victoria Square
Birmingham
B2 4BU

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2020

The Trustees (who act as governors of John Masefield High School and Sixth Form Centre and are also directors of the charitable company for the purposes of company law) present their annual report together with the audited financial statements of John Masefield High School and Sixth Form Centre (the Academy) for the year ended 31 August 2020. The annual report serves the purposes of both a Trustees' report, and a directors' report under company law.

The purposes of the Academy are those set out in the Articles of Association and the Funding Agreement.

The principal activity is the provision of public benefit education by maintaining, managing and developing an 11 to 18 years comprehensive school offering a broad and balanced curriculum.

The Trustees ensure the school operates as a state funded, mixed, independent school for students aged 11 to 18 of all abilities, drawing mainly from the area in which it is situated.

The school's capacity is 930 pupils including 180 places in the sixth form.

To develop a school offering a broad and balanced curriculum, the curriculum is designed to have strengths in the 8 main faculty areas in the school; English, Mathematics, the Sciences, Modern Foreign Languages, the Humanities, Performing Arts, Technology and Enterprise, and PE and Health.

The aims of JMHS are to

- Provide excellent and enjoyable learning for all members of the school.
- Enable each individual to achieve his or her personal best.
- To be a community where we all support each other.

We achieve these aims through:

- Developing a broad and balanced curriculum, with teaching clearly structured and sequenced so that all students can build their knowledge and understanding.
- Ensuring teaching is of a consistently high quality.
- Creating high expectations of student behaviour and learning and clear and consistent routines.
- Providing high quality pastoral care and working with parents to help all students thrive and succeed.

The Academy also trades under the name John Masefield High School and Sixth Form Centre.

Structure, governance and management

a. Constitution

The Academy was incorporated on 12 May 2011 and commenced as an Academy Trust from 1 June 2011. The Academy Trust is a company limited by guarantee and an exempt charity. John Masefield High School and Sixth Form Centre's Memorandum and Articles of Association, together with the Funding Agreement, are the primary governing documents of the Academy Trust. Both documents have been updated in the course of the year to bring them in line with current statutory guidelines.

The charitable company's Memorandum of Association is the primary governing document of the Academy Trust.

The Trustees act as the Governors for the charitable activities of John Masefield High School and Sixth Form Centre and are also the directors of the Charitable Company for the purposes of company law. The Charitable Company is known as John Masefield High School and Sixth Form Centre.

Details of the Trustees who served during the financial year are included in the Reference and administrative details on page 1.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2020

Structure, governance and management (continued)

Members

The Members of an academy have a different status from Trustees. The Members are the subscribers to the academy's memorandum of association, have an overview of the governance arrangements and can hold the trustees to account whilst the trustees hold the school leadership team and Headteacher to account. Members are not involved in the day to day running of the school nor do they hold school leaders to account.

b. 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.

c. Trustees' indemnities

The term Trustee, Director and Governor mean the same body of people. Trustees are responsible under the academy's article of association for controlling its management and administration. They have responsibility for directing its affairs and for ensuring that it is solvent, well run and delivering the trust's charitable outcomes for the benefit of the public, holding the school's leadership and Headteacher to account.

A Trustee may benefit from any indemnity arrangement purchased at the Academy Trust's expense or any arrangement so agreed with the Secretary of State to cover the liability of the Trustees which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default or breach of trust or breach of duty of which they may be guilty in relation to the Academy Trust: provided that any such arrangement shall not extend to (i) any claim arising from any act or omission which the Trustees (or any of them) knew to be a breach of trust or breach of duty or which was committed by the Trustees (or any of them) in reckless disregard to whether it was a breach of trust or breach of duty or not; and (ii) the costs of any unsuccessful defence to a criminal prosecution brought against the Trustees (or any of them) in their capacity as directors of the Academy Trust.

In accordance with normal commercial practice the Academy has purchased insurance to protect Trustees and officers from claims arising from negligent acts, errors or omissions occurring whilst on Academy business. The insurance cover up to £5,000,000 on any one claim.

d. Method of recruitment and appointment or election of Trustees

Eligibility to act as a Trustee of the John Masefield High School and Sixth Form Centre is within the Constitutional Framework and Clauses 65-81 of the Articles of Association.

Trustees are sought via election from the parent body, appointment from the staff body and co-opted from the local community dependent upon skill requirements. Other trustees, including those who are staff members, are co-opted on the recommendation of trustees based on the needs identified from the competency framework for governors; they are then appointed by members in line with the Articles of Association.

The Governing Body has an ongoing policy of attracting Trustees with a range of skills and background to provide the Academy with the best possible advice and support; those sought must importantly be willing to be very committed to the role of a trustee, including a willingness to take on continuous development and education for their role and be proactive in their link governor roles.

Trustees are appointed for a four-year period. This time limit does not apply to the Headteacher.

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TRUSTEES' REPORT (CONTINUED)
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Structure, governance and management (continued)

e. Policies adopted for the induction and training of Trustees

The school has adopted an in-house programme of induction for all new Trustees. This includes all relevant information about the school, the Company and the Trust, being amalgamated in an induction pack sent electronically to all new trustees.

Each new Trustee meets with the Headteacher, Chair of Trustees and Clerk to Trustees and is assigned a mentor from the Governing Body. Trustees are appointed for a four-year period. As part of their induction, trustees are asked to use the modular training we have bought online via the National Association of Governors (NGA) and "The Key for School Governors", to access training for induction, as well as all areas of training for governors throughout their tenure. JMHS can also access induction training through the SLA with Hereford Governors Association (HGA).

Training is provided in house by the Headteacher, other relevant staff, such as the Designated Safeguarding Officer (DSO), and our school improvement partner (SIP), who is an experienced lead inspector of OFSTED. This includes looking at data produced by the DfE as well as studying internal data. All trustees can access "The Key for School Governors" where information from experts can be accessed and questions posed to these experts. In addition, all trustees can access modular training we have accessed via the National Association of Governors (NGA) and as a whole Governing body we can access advice from the NGA advisors on governance issues including legal matters. Training is sought through the Hereford Governors Association (HGA), of which we are members. The trustees can access and have accessed courses including areas such as induction for new governors, finance, performance management and safeguarding.

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Structure, governance and management (continued)

f. Organisational structure

The Board of Trustees act upon guidance for Trustees as set out in the Governance Handbook 2019. The Board of Trustees manage the Academy on behalf of the Members of the Academy Trust. Their core functions are:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff;
- Overseeing the financial performance of the school and making sure its money is well spent;
- To employ staff.

All decisions reserved for the Board of Trustees are taken at the appropriate level. Committees have delegated functions according to their terms of reference and discuss matters. Committees are empowered to make decisions on behalf of the Board of Trustees which they shall report at its next meeting, or make recommendations to the Board of Trustees for approval or rejection. All decisions delegated to management are clearly communicated and outcomes monitored.

The Headteacher acts as the accounting officer and works in close collaboration with the Chair of the Finance, Audit and Premises Committee and the committee, auditors and the finance manager.

Trustees are responsible for setting strategic direction and general policy. They adopt an annual development plan and budget and monitor the development of the Academy through these. They make decisions about the future direction of the Academy, capital expenditure and, with the Senior Leadership Team, on staff appointments.

Committees monitor the effectiveness of the school in terms of:

- Finance, Audit and Premises;
- Teaching, Learning and Progress;
- Personnel and Welfare.

There is a designated link governor who looks at health and safety and reports to the Finance, Audit and Premises Committee and where relevant, the Personnel and Welfare Committee. Meetings are held at least termly and are supported by senior leaders and relevant staff of the school. Evidence such as internal and external data, papers that detail current position and development plans, and benchmarking are provided for trustees' information.

The school has retained the services of Mike Merchant to act as a School Improvement Partner, providing trustees further objective evidence, supporting and challenging the work of the senior leadership team.

The full details of the procedural workings and roles of the members, trustees, committees and individuals can be found in our procedural document: "Procedural Working for Members and Trustees of JMHS and Sixth Form Centre".

The table on page 7 identifies the 3 sub committees and the membership of them in 2019/20.

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Structure, governance and management (continued)

| | Teaching, Learning & Progress Committee | Finance, Audit & Premises Committee | Personnel & Welfare Committee |
|----------------------|--|--|--|
| Chair | Philippa Henry | Sam Dudley (term of office ended 26 April 2020) Louise Ronan (from 12 May until 29 September 2020) Joanne Hartness (from 29 September 2020) | Rachel Ussher |
| Vice Chair | Lucy Potter (until 13 October 2020) Robert Jenkins (from 13 October 2020) | Lucy Potter | Philippa Henry |
| | Jennifer Davies (resigned 31 August 2020) Debra Hiley (resigned 18 November 2019) Robert Jenkins (from 22 October 2019) Claire McKeown (term of office ended 3 December 2019) | Andrew Collard (from 19 May 2019) Joanne Hartness (from 19 May to 29 September 2020) Donald Henderson (term of office ended 17 October 2020) Roger Price (from 17 January 2020 to 29 Sept 2020) Robert Jenkins (from 29 Sept 2020) | Louise Ronan (resigned 2 October 2020) Penny Seaborn-Williams Rachel Ussher Julle Godfrey (from 17 January 2020) Robert Jenkins (from 22 October 2019) |
| Staff Officer | Andrew Collard | Wendy Bradbeer | Andy Williams |
| | | Sarah Thomas | |

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TRUSTEES' REPORT (CONTINUED)
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Structure, governance and management (continued)

Organisational Structure of the Extended Leadership Team – Roles and Responsibilities 2019/20

| Andrew Evans Headteacher | Andrew Collard Deputy Headteacher | Wendy Bradbeer School Business Manager | Peter Hammond Assistant Headteacher | Mark Hawksworth Assistant Headteacher |
|---|--|--|---|--|
| Lead on curriculum, whole school performance and standards | Lead on improving teaching and learning and deputise for the Headteacher | Lead site and facilities development and the support staff team | Lead on improving student progress and maximising KS4 performance | Lead Sixth Form |
| <ul style="list-style-type: none"> Curriculum planning and training. Monitoring, standards and outcomes. Strategic and financial planning. School Development Plan. Leadership and management. | <ul style="list-style-type: none"> Lead on improving teaching and learning. Lead staff INSET. Improving pastoral systems. Lead NPQML. Marketing JMHS. | <ul style="list-style-type: none"> Calendar. Health and safety, school site and grounds. Communication and press officer. Contractors, cleaning and catering. Duties and supervision. GDPR/ Data Protection Lead. Statutory compliance with site legislation. | <ul style="list-style-type: none"> Homework and introduction of e-praise. Assessment, reporting and monitoring progress. Pupil Premium students. Y11 Progress Leader. Initial teacher training and newly qualified teachers. | <ul style="list-style-type: none"> Maximise Sixth Form achievement, recruitment and progress. Sixth Form Improvement Plan. |
| Line Manage Deputy and Assistant Headteachers – PMH and MH, Maths, Science, Finance Manager and Special Educational Needs | Line Manager – ALW, WB, Arts, English and Humanities | Line manage support staff and contractors | Line manage Data team, ICT manager and PP support officer | Line manage vocational team, languages, DT, PE and the Sixth Form Team |

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Structure, governance and management (continued)

| Andrew Williams Assistant Headteacher | Lana Laidler ESLT | Karen Barker ESLT | Dean Wyatt ESLT | Additional responsibilities for SLT members |
|---|---|---|---|---|
| Lead student support, safeguarding, equalities and improving behaviour | Curriculum planning, teacher deployment and timetabling. | SENDCO | Lead primary transition, house system and improving attendance | <ol style="list-style-type: none"> 1. SLT duty days – dealing with incidents, complaints and enquiries on duty day and ensuring success of key events on these days. 2. Before school, brunch, lunch and after school duties on a daily basis ensuring safety and high visibility. 3. Strategic and operational planning through weekly and extended SLT meetings. 4. Act as an officer for a relevant governors' committee. 5. Mentor a selection of targeted students. 6. Assemblies. |
| <ul style="list-style-type: none"> • Designated Safeguarding Lead. • Pastoral system. • Equalities policies. • Positive discipline. • Looked After Children. • Year Leader for Y11. | <ul style="list-style-type: none"> • Curriculum model. • Teacher deployment and recruitment plan. • Timetable including options for Y9, Y10 and Y12. | <ul style="list-style-type: none"> • SENDCO. • Reading strategy. • Develop role and skills of TAs and HLTAs. | <ul style="list-style-type: none"> • Overview of house system. • Deputy Designated Safeguarding Lead. • Senior House Leader. • Improving attendance. • Year leader for Y7. | |
| Line Manage House Leaders and DLW | Faculty Leader Mathematics | Line manage the HUB and TAs/ HLTAs | Line manage House Support Assistants | |

The school works with a School Improvement Partner (SIP) who is currently a Lead Ofsted Inspector and during the academic year will help us review the quality of the curriculum across all subjects. The SIP provides independent advice on the progress of the school against its aims and assists Trustees in their key role of challenging the Headteacher and SLT to achieve even greater success.

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TRUSTEES' REPORT (CONTINUED)
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Structure, governance and management (continued)

g. Arrangements for setting pay and remuneration of key management personnel

The pay committee meets annually to determine pay increases for staff following the completion of the school's performance management programme. This applies to key management personnel also.

The Headteacher's salary is calculated using the Department for Education (DfE) document "School teacher's pay and conditions document 2019". For Headteacher, Deputy Headteacher and Assistant Headteachers pay, the leadership pay scale is applied. The Headteacher pay range is calculated based on the number of pupils on the school roll and applying a unit value for the number of pupils depending on specific key stage, from this a total score is identified.

Staff are employed on national teaching pay scales as identified in the DfE "School teacher's pay and conditions document 2019" document. Support staff pay scales are identified as John Masefield High School and Sixth Form Centre grades, but these are based on Herefordshire Council's salary chart. These grades were developed during the job evaluation process in 2004, job descriptions were allocated points. Each salary grade, has a range of points; each job attributes their score to the value on the pay scales.

h. Trade union facility time

Relevant union officials

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

Percentage of time spent on facility time

| Percentage of time | Number of employees |
|--------------------|---------------------|
| 0% | - |
| 1%-50% | 1 |
| 51%-99% | - |
| 100% | - |

| Percentage of pay bill spent on facility time | £ |
|---|-----------|
| Total cost of facility time | 894 |
| Total pay bill | 3,870,546 |
| Percentage of total pay bill spent on facility time | - % |

Paid trade union activities

| | |
|---|-------|
| Time spent on paid trade union activities as a percentage of total paid facility time hours | 100 % |
|---|-------|

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Structure, governance and management (continued)

i. Related parties and other connected charities and organisations

We work with the following organisations:

- University of Worcester, University of Gloucestershire and Prince Henry's High School Evesham as partners in delivering initial teacher training.
- The Ledbury Cluster of schools including Ashperton, Bosbury, Cradley, Colwall, Eastnor, Ledbury and Much Marcle Primary Schools on the provision of education in the Ledbury area.
- Ledbury Town Council so that our students can lead Ledbury Youth Council.
- Other local organisations including among others – St Michael and All Angels Church, Ledbury in Bloom, Ledbury Foodbank, Ledbury Rugby Club, Ledbury Swifts Football Club, Leadonites Basketball, the Rotary Club and Ledbury Town Council.

Our Headteacher, Mr Evans, as part of his work as a Local Leader of Education is a member of the Herefordshire Improvement Partnership which is working together to improve educational outcomes for all schools in Herefordshire. Mr Evans also fulfilled a voluntary role as Chair of Schools' Forum from October 2017 to December 2019 for the past two years which gives advice from schools on financial decisions to Herefordshire Council. In December 2019 Mr Evans was elected Chair of Herefordshire Association of Secondary Heads (HASH). HASH supports all secondary Headteachers particularly with sharing good practice with teaching, learning, curriculum design and strategy.

The school works in partnership with various contractors including Midshire Signature Services who provide school lunches and catering services, Clearview Cleaning who clean the school site, and Countrywide who maintain the school grounds. The School Business Manager has worked with all of these contractors who have each achieved good improvements and make strong contributions to improving the school environment. Each contractor is appointed following a thorough tendering process.

The school works with various charities including Clive and Sylvia Richards Charity, The Ledbury Educational Foundation and The Emma Russell Trust. These organisations support the school financially with projects that give new opportunities to all students, groups of students and individual pupils. The school has been approached by the current trustees of The Emma Russell Trust with a view to the school administering the trust. Discussions about this will continue during the 2020-21 academic year.

JMHS took over the running of all of our sport facilities beyond school hours from HALO Leisure in December 2019. With the aim of maintaining the sport facilities to a higher standard, increasing community sport and reinvesting any profit into improved sports facilities.

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TRUSTEES' REPORT (CONTINUED)
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Structure, governance and management (continued)

Objectives and activities

a. Objects and aims

The Academy Trust's object is specifically restricted to the following: 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 school offering a broad and balanced curriculum.

John Masefield High School and Sixth Form Centre aims for 2019/20 are:

1. Create excellent and enjoyable learning for all;
2. Help each individual to achieve his or her best;
3. Building a community where we all support each other.

b. Objectives, strategies and activities

For JMHS to meet its objectives and aims, it undertook the following:

1. Develop a coherent curriculum that helps students build knowledge incrementally through careful sequencing of learning and ensured students can achieve mastery and apply their learning.
2. Improved and refined routines and expectations, so that students work productively in a highly supportive environment. Invested in and developed the physical school environment, that further supported JMHS' key aim of excellent and enjoyable learning for all.
3. Developed our systems for providing excellent pastoral care for all students, which included supporting vulnerable students, those with SEND and students with behavioural challenges.
4. Developed our teachers' skills in successfully teaching the curriculum, managing challenging behaviour and motivating students to be conscientious, considerate and co-operative.

c. Public benefit

The Academy Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising powers or duties. This has been with particular reference to Principles 1 and 2 as found in "The Advancement of Education for the Public Benefit, 2008".

John Masefield High School and Sixth Form Centre is an all ability, 11-18 school. Children are taken from Ledbury Primary School and over twenty other local primary schools in Herefordshire, Gloucestershire and Worcestershire. Post GCSE students are welcomed from other schools into our Sixth Form Centre.

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TRUSTEES' REPORT (CONTINUED)
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Strategic report

Achievements and performance

As there were no examinations in 2020 and school attendance for every school was affected by Coronavirus, this section will not contain any statistical information. Instead it will contain a summary of main activities before and after lockdown.

Before Lockdown – September 2019 to March 2020

New Vocational Faculty

Following examination results which were lower in the Open Element of Progress 8 at GCSE than for other areas, we created a new Vocational Faculty. Following a national advertisement with more than 20 candidates and two days of interviews, Joanne Iliff was appointed as Faculty Leader to commence from September 2019. The vocational faculty includes teaching of Business Studies, Travel & Tourism, ICT, Health & Social Care and Computer Science.

Over the 2019 summer holidays, the teaching facilities were improved significantly including the creation of a new teaching base in room 43, to include a new large touch screen panel for teaching, 32 computer desks enabling the teacher to rapidly change from whole class interactive teaching to computer-based learning.

Due to nature of some of the classes, class size was reduced especially in travel & tourism. The Faculty had a successful first year, in particular considerable improvements were made to the quality of the curriculum design and planning. Feedback from students also indicated that they perceived they were making better progress and learning more in lessons.

Curriculum Planning

A major aim of the 2019/20 academic year was to continue our work in improving curriculum design across the whole school and all subjects to build even more opportunities for students to gain “cultural capital” and to help students learn more and remember more. The Headteacher delivered curriculum training for all curriculum leaders that particularly focussed on identifying key concepts, sequencing teaching to maximise learning in longer term memory and cognitive load theory. All curriculum areas reviewed and improved their curriculum planning for Y7-Y11. Subject curriculum reviews were scheduled for every subject area by our School Improvement Partner, which included scrutinising learning schemes, visit to lessons, discussions with students, teachers & curriculum leaders and book scrutinises. Three subject curriculum reviews were completed before lockdown – English, mathematics and modern foreign languages. All three indicated strong progress was being made in improving the curriculum and all three reviews gave valuable pointers about how to achieve further improvement.

Exam preparation for Y11 students

Thorough plans were put into place to help Y11 students maximise their GCSE grades. These included practice exams in November for English, maths and science in addition to the January mock exams, additional booster classes, the purchase of a new resource GCSE pod, training students and staff to use GCSE pod and purchasing of study guides for students in every GCSE subject. The mock exams taken by Y11 just before February half term indicated that Y11 students were on course to achieve the best ever GCSE results at JMHS. Sadly, they never took the exams and we will never know whether these would have been achieved.

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Strategic report (continued)

Achievements and performance (continued)

Reform of the Pastoral System

During the Autumn term a number of major reforms were put into place for the pastoral system. These included:

- The replacement of House Leaders with Year Leaders to ensure that particular events and activities within each year group and the students within each year group had consistent and coherent approaches to improve the quality of pastoral care. As with all change, there were teething problems, but with continual review and improvement, systems were working well by Spring Term.
- The creation of a Behaviour Recovery Room (BRR) and the appointment of a full time Behaviour Recovery Officer to work with students with challenging behaviour. In particular students have spent time working in the behaviour recovery room rather than being excluded and staying at home. Whilst in the room, students often work on restorative tasks, reflecting on their behaviour, making amends and planning for future improvements. After initial difficulties, we improved how the BRR worked by moving the location of the room, reorganising the layout and establishing ground rules and consistent routines.
- The creation of the BRR meant that we could reserve the Hub for one to one and small group tutoring and supporting students with mental health conditions improving anxiety. This led to an excellent atmosphere in the hub and effective bespoke support for individual students.

The Sixth Form

In order to further improve standards and the levels of recruitment to the sixth form, we appointed Rebecca French (Sixth Form Student Services Officer) and Jess Mason (Head of Y12) to join Maria Law and Mark Hawksworth in the Sixth Form Leadership Team (SFLT) and scheduled time so that the SFLT could meet for an extended time on a fortnightly basis. The Sixth Form Team rebranded our Sixth Form as JM6 and have made entry requirements for the sixth form more inclusive. They will be developing a long-term plan to significantly improve Sixth Form recruitment during the 2020/21 academic year.

Sporting Success – Jordan Kontarines, Faculty Leader for PE and Health

Before lockdown attendance at after school sports clubs was particularly high.

Rugby was a particular strength with younger players improving their skills and the Y8 team were unbeaten. The coaching students received from Ledbury RFC was particularly helpful.

Younger students performed well at the Herefordshire winter games in a variety of sports including indoor athletics.

Our sixth form netball players had an excellent season qualifying for the Midlands Regional Tournament for the first time. Our basketball was even more successful. The under 13, under 14 and under 15 teams all won county tournaments and the under 15s were also Midlands Regional Champions. Unfortunately, their national quarter final had to be cancelled due to the pandemic.

Performing Arts – Julie Kyle, Head of Performing Arts

From September 2019 to March 2020 the department continued to provide an expansive selection of clubs, ensembles and performance opportunities. The Christmas Concert took place in December at St Michael and All Angels Church and was received with over 100 students taking part. Following this in March we had a very successful performance of the musical The Addams Family featuring students from across the school taking part

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Strategic report (continued)

Achievements and performance (continued)

from performance to band to technical support. Alongside this, we managed to put on a dance show which successfully showcased the range of dance styles and talent in the school. Alongside the bigger events we continued to develop our actors, dancers and musicians through extra-curricular clubs and ensembles throughout the year. There are challenges going into 2020/21, but we will produce some online performance content to keep students engaged.

JMSport

During the Autumn Term governors decided that JMHS would take over the running of the leisure centre based on the school site from HALO Leisure from 1 December 2019. During the Autumn Term the school and HALO Leisure held regular meetings to ensure a smooth handover. Brandon Caffull was appointed Leisure Centre Co-ordinator; risk assessments were completed and all regular users were contacted. Between January and March bookings increased with local clubs including football, basketball, badminton, table tennis, hockey and aikido clubs making regular use of the facilities and indications were that we would make a profit. Unfortunately, we had to close the leisure centre when lockdown began.

Preparing for lockdown

When school closures were announced on Wednesday 18 March, plans for remote learning were put into place very rapidly. Leaving days were organised for Y11 & Y13 on Thursday 19 March so that students could celebrate their last day in school. Letters were sent home to parents explaining how remote learning at home would be organised and all students were briefed how this would work on Thursday 19 March. On Friday 20 March two staff meetings were held explaining how Skeleton School and remote learning would work and training was given on using Microsoft Teams to livestream lessons. All Y12 students were also invited to a training session on Microsoft Teams so that they could access the live lessons. Letters were sent to parents explaining how remote learning would work and detailing how to contact school if technical difficulties occurred.

During Lockdown

Five lessons per day were set for every student by all teachers from the first day of lockdown. Three parental surveys were used during lockdown to gain feedback on how students were learning and improvements we could make as a school. Improvements included setting core and extension tasks, providing opportunities for feedback, quizzes to test knowledge and then in June a considerable increase in the number of livestreamed lessons for younger students. Throughout lockdown parents expressed a high level of satisfaction with the regularity and usefulness of communication from school and the efforts staff went to provide effective learning at home.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2020

Strategic report (continued)

Achievements and performance (continued)

During the first week of lockdown Donald Henderson and the finance team organised a scheme where parents could buy or lease a laptop for a very reasonable price. Eighty parents participated in this scheme collecting the laptops at the start of the Easter holiday. Where families couldn't afford to lease or buy the school obtained sponsorship so that they could be given or lent a laptop.

Skeleton School to enable children of key workers and vulnerable children to attend JMHS was organised from the first day of lockdown and continued throughout lockdown including every day of the Easter and Whitsun half term holidays. As lockdown continued we ensured an increasing number of vulnerable children attended Skeleton School receiving bespoke one to one support.

Management meetings, Senior Leadership meetings, Faculty meetings, staff meetings and governors' meetings continued throughout lockdown using Microsoft Teams ensuring strong teamwork between staff and governors throughout lock down.

1. Summer Second Half Term

Vulnerable students

During the second half of the summer term, we arranged for more than 70 vulnerable students to regularly attend Skeleton School and receive one-to-one tuition to help them catch up with work missed during lockdown and help them prepare for returning to school full time in September. This was a much greater number than in other local schools and was in addition to the children of key workers. The feedback from students, staff and parents was that this worked very well and was appreciated by staff and parents. A clear majority of these vulnerable students have subsequently made a positive start to this academic year.

Year 12 students

Year 12 students recommenced face to face two-hour lessons from 15 June (the first date allowed by the government). Safety protocols to ensure appropriate distancing and hygiene were put into place. Over 90% of students attended in person and those who were shielding accessed the live lessons via Microsoft Teams. Every Year 12 class had four live two-hour lessons for all subjects to supplement their online learning. This meant that JMHS provided greater contact and support for Year 12 students than in the vast majority of schools.

Y10 students

Year 10 also commenced live face to face lessons from 15 June. Each day, in line with government rules, 25% of the year group attended. We scheduled two one and half hour live sessions each day where teachers reinforced key ideas and concepts covered during lockdown. Each student had lessons in every subject. Those who were unable to attend or who were worried about attending school had live lessons delivered through Microsoft Teams. The amount of live teaching in Year 10 exceeded that offered by most schools and both parents and students expressed satisfaction with the quality of learning in lessons and expressed the view that safety protocols were implemented effectively, and that school felt safe.

Students in Year 7, 8 & 9

From 29 June, students in these years were given livestreamed lessons for 12-15 hours per week, delivered from teachers' classrooms to students working from home. This was in addition to work set on epraise. Feedback from parents indicated that 85% of parents felt these live sessions were useful or very useful.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2020

Strategic report (continued)

Achievements and performance (continued)

Curriculum Planning

Faculties continued to develop curriculum planning throughout the summer term, completing learning schemes and curricular overviews which were also placed on the website. Mike Merchant, our School Improvement Partner reviewed all the curriculum documents on the website in late June and following this, the headteacher and curriculum leaders have made further improvements to curriculum planning.

Communication with students, parents, and staff

Weekly newsletters were sent to parents and students updating them on current arrangements and outlining plans for September. Three parental surveys were carried out in the summer term, these were used to improve the quality of online working. The surveys had a good response rate and over 98% of parents agreed or strongly agreed that communication from the school was clear, regular, and helpful.

Four full staff meetings, a teacher training day and a faculty training afternoon were held during the second half of the summer term. 90% of staff attended these in person, socially distanced in the theatre, whilst the remaining joined in via Microsoft Teams. The meetings were used to provide training on effective online learning and Microsoft Teams and to consult and inform staff about the plans for a full return in September. Staff felt that the clarity, regularity, and quality of communication was consistently good.

Examination results day and exam results

Prior to lockdown and following their mock exams, students in Year 13 had projected grades 0.2 above their value-added targets, whilst those in Y11 were projected to have a progress 8 score of +0.15. These would have given us progress that is above average and slightly higher than in previous years.

Teachers spent a considerable amount of time and effort in awarding accurate grades and ensuring ranking of students was accurate. Grades and rankings were moderated by Faculty Leaders and some grades were amended following further moderation by the headteacher and SLT colleagues. As a result of the rigorous approach, we were confident that the Centre Assessed Grades awarded were accurate and very much in line with projections before lockdown.

When A Level grades were awarded by exam boards, they were very close to JMHS Centre Assessed Grades. Across England and Wales, on average Centre Assessed Grades were 0.5 grades higher than actual grades in previous years. This in my view reflects a lack of rigour in schools' ensuring accurate awarding of grades.

When schools were asked to enter Centre Assessed Grades, they were instructed not to analyse results as this could produce a perverse incentive for teachers and schools to grade too generously. Therefore, all secondary schools in Herefordshire agreed not to analyse GCSE results or A Level results.

On the exam results days students from Year 11 and Year 13 were given choice of whether they wished to collect their examination results from school or for them to be emailed. The vast majority collected from school and those who needed advice or support were given one-to-one help in getting into the school sixth form and choosing courses, gaining a college place or apprenticeship, and making decisions about university. The vast majority of students applying to university gained a place at their first choice, whilst all who wanted to do so have now commenced at university.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2020

Strategic report (continued)

Achievements and performance (continued)

From September 2020

Student numbers Year 7

152 students joined Year 7 in September. This is slightly above our planned admission number of 150, but just below the average number over the past five years which is 157. Although we were not able to run transition events such as Year 6 day and evening, all students had the opportunity to tour the school with Mr Wyatt in July and they benefitted from an induction day when they returned to school a day earlier than other year groups in September.

Student numbers in Sixth Form

61 students out of a total of 175 in Year 11 are in the current Year 12. The recruitment percentage of 35% is disappointing given that Year 11 were an able Year Group. I would like to increase the management hours available to the Sixth Form team so that they can do detailed research into the causes of our low recruitment into the Sixth Form and steps we can take to remedy this.

Preparing the school site for September

To ensure the year group zones worked, the school was as safe as possible and teaching facilities improved, a great deal of work was carried out during the summer holiday including:

- Creation and clear labelling of year group zones.
- Purchasing new chairs and desks and arranging in 4 rows of 8 in each classroom facing the front, with a zone clearly demarcated for the teacher.
- Installing 105 wall-mounted sanitiser stations.
- Installing 32 computer desks in room 7.
- Installing large touch screen panels in 17 classrooms.
- Researching and finding a way to install Wi-Fi across the school in October half term.
- Purchasing of 100 face shields for staff.
- Putting up information posters throughout the school.
- Rewriting the school timetable to make the zones work.

As a result of this thorough preparation an excellent start has been made to the 2020/21 academic year.

Numbers on roll as of 3 October 2020

| | |
|---------|-----|
| Year 7 | 152 |
| Year 8 | 156 |
| Year 9 | 149 |
| Year 10 | 164 |
| Year 11 | 165 |
| Year 12 | 61 |
| Year 13 | 49 |
| Total | 892 |

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2020

Strategic report (continued)

Achievements and performance (continued)

Historic information of total numbers on roll

Autumn 2019 – 910
Autumn 2018 - 906
Autumn 2017 – 887
Autumn 2016 – 849
Autumn 2015 – 834
Autumn 2014 – 845
Autumn 2013 – 872
Autumn 2012 – 893
Autumn 2011 – 886

OFSTED Inspection September 2017

The school's last OFSTED Inspection was in September 2017. This report concluded that the school continued to be good. In particular the report referred to:

- the good quality of education in school since the last inspection;
- most pupils made strong progress in most subjects;
- high quality pastoral care for pupils, especially for those who were vulnerable in some way;
- a good knowledge of the school's strengths and weaknesses;
- a strong community, and exemplary relationships;
- high morale;
- particularly effective teaching in English, mathematics, science, languages and food technology;
- strong leadership relating to safeguarding, and strong scrutiny by the governing body in this area;
- consistently good progress in the sixth form;
- the strength in the sixth form of the range and quality of non-qualification activity;
- effective governance, with governors being able to hold leaders to account for the school's performance.

The report articulated areas for improvement which were:

- weaker teaching, especially in business studies, information & communication technology (ICT) and design & technology;
- disadvantaged pupils made slower progress than other pupils in some subjects (although the report acknowledged this was an improving situation).

a. Going concern

After making appropriate enquiries, the Board of Trustees 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.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2020

Strategic report (continued)

Financial review

The majority of the Academy's income is obtained from the DfE in the form of recurrent grants, the use of which is restricted to particular purposes. Total income for 2019/20 was £4,987,433 (2019: £4,804,893); of which revenue income for educational operations was £4,895,996 (2019: £4,659,624).

Total capital income was £20,043 (2019: £81,030).

At 31st August 2020 the net book value of fixed assets was £15,753,087 (2019: £16,144,977). Movements in tangible fixed assets are shown in note 13 to the financial statements.

The closing level of unrestricted and restricted funds (excluding fixed asset reserves and pension deficit) stands at £431,319 (2019: £474,365).

Additional costs have been incurred due to COVID-19. These include:

- Room 7 refurbishment - £21,429;
- Interactive White Boards - £37,279;
- Compliant furniture - £13,632;
- FSM before the national voucher scheme - £1,342;
- Items for remote learning - £1,677;
- PPE - £6,445.

Under the Government COVID-19 grant, a first claim has been made of £11,948. The limit applied by the government is £50,000. The second grant window opens in Autumn 2020.

a. Reserves policy

The Trustees review the reserve levels of the Academy throughout the year. Reserves are needed to provide sufficient working capital to cover delays between spending and receipt of grants and to provide a cushion to deal with unexpected emergencies. The Academy continues to provide a good quality education and its aim is not to save up money.

The Academy's current level of free reserves (unrestricted funds) is £94,452 (2019: £209,631) as per the Statement of financial activities. The level of restricted funds excluding the pension deficit is £336,867 (2019: £264,734).

There are specific accounting requirements with regards to the Local Government Pension Scheme (LPGS); the pension deficit at 31 August 2020 is £2,394,000 (2019: £2,486,000). The deficit sits within the restricted general fund, this does not mean that an immediate liability for this amount will crystallise. The pension deficit will be repaid through an increase in the employer's pension contributions over a period of 21 years from April 2013.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2020

b. Investment policy

The Investment Policy is required to ensure that investments are protected rather than maximising interest.

Short term investments are restricted to transfers to the Academy deposit account.

The Academy's current account is cleared down to an agreed limit on a daily basis. Any surplus funds are transferred to the deposit account. If funds are required to make payments then the surplus funds are transferred from the deposit account to the current account at the end of the relevant day.

The bank offer better returns on short term investments through the Money Market and should funds become available to invest, the Finance Manager will liaise with the Headteacher and Finance, Audit and Premises Committee to consider this.

Should the reserves increase sufficiently to consider longer term investment, the Academy would employ an agent to give advice on suitable investment opportunities.

c. Principal risks and uncertainties

The principal risks and uncertainties facing the Academy:

- Austerity measures for public sector pay have been removed, teacher's and NJC support staff have received pay awards which impacts on the cost of the school.
- Increases to pension liabilities on running costs.
- Local Authority overspending on high needs budgets. This means the school will receive less funding for high needs pupils and will need to use more of our own funds.
- Ensuring buildings are appropriate and fit for purpose over the long term.

Fraud and mismanagement of funds – During 2019/20, the ESFA changed how internal audit checks could be undertaken for academy trusts. The Academy's appointed external auditors, WR Partners, utilised a separate team to undertake an internal scrutiny review in June 2020. This review looked back from 1st September 2019 to date. There were three minor points on the report. The external audit team, undertook 2 extended audit visits, to look at the financial systems and records. No major items were identified and all reports were presented to the Trustee members of the Finance, Audit and Premises Committee. Follow up action has been taken on recommendations arising from these reports.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2020

Financial risk management objectives and policies

The Academy has completed a thorough review of its financial and risk management objectives in its risk register document.

The Academy's support staff are entitled to membership of the Local Government Pension Scheme and under Accounting Standard FRS102, it is necessary to charge projected deficits on the Local Government Pension Scheme that is provided to support staff, to the restricted fund. The Academy's share of the Scheme's assets is currently assessed to be less than its liabilities in the Scheme and consequently the Academy balance sheet shows a net liability of £2,394,000. The Academy has commenced a structured repayment programme, agreed with Worcestershire County Council in order to reduce this liability. The repayments will increase over time to bring a reduction in this pension deficit in the future, although this may not be achieved until stock market investment values start to recover.

Fundraising

During 2019/20, JMHS received donations of £256 (2019: £4,375) from outside organisations.

The Academy raised funds for hand in hand for Oscar, Children in Need and Save the Children charities.

Plans for future periods

JMHS has three key aims:

1. Excellent and enjoyable learning for all.
2. Enabling each individual to achieve his or her personal best.
3. Building a community where we all support each other.

This school development plan aims to build on current strengths and address areas of weakness. The plan covers the three-year period from September 2020 until August 2023. We believe that our strategy over the next three years should be based upon the following key priorities:

1. Continue to develop a coherent curriculum that helps students build knowledge incrementally through careful sequencing of learning and ensuring students can achieve mastery and apply their learning.
2. Further improve and refine routines and expectations, so that students work productively in a highly supportive environment. Invest in and develop the physical environment of the school to further support our key aim of excellent and enjoyable learning for all.
3. Further develop our systems for providing excellent pastoral care for all students including support for vulnerable students, those with SEND and students with behavioural challenges.
4. Develop our teachers' skills in successfully teaching the curriculum, managing challenging behaviour and motivating students to be conscientious, considerate and co-operative.

We will achieve these aims through:

- Highly effective leadership, management and governance.
- Ensuring effective financial management including careful monitoring of spending, ensuring best value and maximising funding to improve our facilities.
- Policies and procedures that treat all members of the school equitably and respectfully.
- Supporting all our students and staff with developing their knowledge and skills in a positive environment where we all enjoy working together.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2020

Plans for future periods (continued)

Disclosure of information to auditors

Insofar as the Trustees are aware:

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

The Trustees' report, incorporating a strategic report, was approved by order of the Board of Trustees, as the company directors, on 1 December 2020 and signed on its behalf by:



Lucy Potter
Trustee

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GOVERNANCE STATEMENT

Scope of responsibility

As Trustees, we acknowledge we have overall responsibility for ensuring that John Masefield High School and Sixth Form Centre 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 Headteacher, 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 John Masefield High School and Sixth Form Centre 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 |
|---|-------------------|-------------------|
| Andrew Collard, Staff Trustee | 2 | 2 |
| Jennifer Davies, Staff Trustee | 4 | 4 |
| Sam Dudley, Parent Trustee | 0 | 2 |
| Andrew Evans, Headteacher and Accounting Officer | 3 | 4 |
| Julie Godfrey, Parent Trustee | 1 | 2 |
| Joanne Hartness, Co-Opted Trustee | 1 | 1 |
| Donald Henderson, Staff Trustee | 4 | 4 |
| Phillipa Henry, Parent Trustee (up to 6 October 2020), Staff Trustee (from 7 October 2020) | 4 | 4 |
| Debra Hiley, Chair and Parent Trustee | 1 | 1 |
| Robert Jenkins, Co-opted Trustee | 3 | 4 |
| Dulcie Karadia, Community Trustee | 0 | 0 |
| Claire McKeown, Parent Trustee and Vice Chair | 0 | 1 |
| Lucy Potter, Chair and Parent Trustee | 4 | 4 |
| Roger Price, Parent Trustee | 2 | 2 |
| Louise Ronan, Co-opted Trustee | 4 | 4 |
| Penny Seaborn-Williams, Co-opted Trustee | 3 | 4 |
| Rachel Ussher, Community Trustee and Vice Chair | 4 | 4 |

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GOVERNANCE STATEMENT (CONTINUED)

Governance (continued)

Governors have taken a full and active role in the strategic planning for the latest School Development Plan (SDP) (2020-2023). This included working with the Headteacher to explore the school's strengths and weaknesses through detailed analysis of its key performance indicators. By doing so, governors were able to articulate the school's priorities for strategic development, and in particular the development of the curriculum (including work on our vocational curriculum), ensuring the welfare and wellbeing of staff and pupils, prudent financial planning and careful monitoring of the school's finances.

Governors have also looked at their own efficiency and capability in carrying out their role. This has included identifying opportunities for individual and group training when possible. Some training for the chair and the clerk took place in 2019/20 but due to COVID-19 other training for governors had to be postponed. Committee terms of reference are reviewed regularly and modified as necessary.

Governors further review their own performance in regular Chairs' meetings to evaluate how their work is being covered and how these fits in with the SDP and school's priorities. This is then fed back and discussed at the full governing body meetings. An example of how we have reacted to an area of concern is the decision to split up the Finance, Audit and Premises Committee to create a separate Premises and H&S committee, in order to devote sufficient time to these key areas. The new committee will take effect from Autumn 2020.

Governors responded quickly to a number of changes in their membership in the course of the year. New governors have been recruited according to the skills required. In particular the governors were proactive in recruiting governors with finance skills, as one highly skilled finance governor resigned in Autumn 2019 and another is due to step down in Autumn 2020.

Governors have stayed in regular touch with each other and with school leaders during COVID-19. Meetings in the summer of 2020 took place via Microsoft Teams and the future planning and strategic input of the governors continued on schedule.

All academy policies are reviewed by governors within a timely calendar; to ensure that each policy meets the needs of the academy, and is up to date with current legislation.

All trustees are volunteers and give their time freely and are legally obliged to declare any interests. We continue to seek to develop the board further through recruitment. In keeping with the competency framework, we seek not only skills but those prepared to commit time, energy and enthusiasm and to ask questions in a supportive and constructive way for the school and its students.

Governors remain well placed to hold the school's leaders to account for the school's performance.

There are three main committees as outlined above and, in our procedures, and roles document:

1. Personnel and Welfare – covers student and staff welfare including all safeguarding, anti bullying, behaviour and attendance for all groups of students; considering strategies for improvements continually; in addition, it considers employment/ staffing issues such as turnover and structures.
2. Teaching and Learning – covers all matters linked to student learning and our teaching and learning processes and policy. This committee continually considers the progress of students as part of its work, focussing on the needs of all groups of students and their achievements and ways to maximise all results helping all students achieve their best.

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GOVERNANCE STATEMENT (CONTINUED)

Governance (continued)

3. The Finance, Audit and Premises Committee has 2 main functions. Firstly, to devise a budget and financial plans that will enable the school's key aims of excellent and enjoyable learning for all, enabling each individual to achieve his or her personal best and building a community where we are all supporting each other. The committee will consider the medium to long term spending, formulation of the budget for the next academic year and monitoring of spending during the academic year to ensure priorities are met and excellent value for money is achieved. This process will include marketing and maximising the funding available to the school for both capital and revenue expenditure. The committee also fulfils the responsibilities of an Audit Committee.

During the year, Joanne Hartness joined the governing body and now sits on the finance committee.

Attendance at the Finance, Audit and Premises Committee meetings in the year was as follows:

| Trustee | Meetings attended | Out of a possible |
|--|-------------------|-------------------|
| Andrew Collard, Staff Trustee | 1 | 1 |
| Sam Dudley, Parent Trustee | 2 | 3 |
| Andrew Evans, Headteacher and Accounting Officer | 6 | 6 |
| Joanne Hartness, Co-Opted Trustee | 1 | 1 |
| Donald Henderson, Staff Trustee | 6 | 6 |
| Dulcie Karadia, Community Trustee | 0 | 0 |
| Lucy Potter, Parent Trustee | 6 | 6 |
| Roger Price, Parent Trustee | 3 | 4 |
| Louise Ronan, Co-opted Trustee | 5 | 6 |

The Audit Committee is also a sub-committee of the main board of Trustees.

Attendance during the year at meetings was as follows:

| Trustee | Meetings attended | Out of a possible |
|------------------|-------------------|-------------------|
| Andrew Collard | 1 | 1 |
| Sam Dudley | 2 | 3 |
| Andrew Evans | 6 | 6 |
| Donald Henderson | 6 | 6 |
| Lucy Potter | 6 | 6 |
| Roger Price | 4 | 4 |
| Louise Ronan | 5 | 6 |

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GOVERNANCE STATEMENT (CONTINUED)

Governance (continued)

Personnel and Welfare Committee

Attendance during the year at meetings was as follows:

| Trustee | Meetings attended | Out of a possible |
|------------------------|-------------------|-------------------|
| Julie Godfrey | 1 | 1 |
| Phillipa Henry | 4 | 4 |
| Debra Hiley | 1 | 1 |
| Louise Ronan | 3 | 4 |
| Penny Seaborn-Williams | 3 | 4 |
| Rachel Ussher | 4 | 4 |

Teaching Learning and Progress Committee

Attendance during the year at meetings was as follows:

| Trustee | Meetings attended | Out of a possible |
|-----------------|-------------------|-------------------|
| Jennifer Davies | 3 | 3 |
| Phillipa Henry | 3 | 3 |
| Debra Hiley | 0 | 1 |
| Robert Jenkins | 2 | 2 |
| Claire McKeown | 0 | 1 |
| Lucy Potter | 3 | 3 |
| Roger Price | 1 | 1 |
| Rachel Ussher | 3 | 3 |

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GOVERNANCE STATEMENT (CONTINUED)

Review of value for money

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

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

- Management and Trustees receive monthly management accounts to track, and hold to account, the finances of the academy. The management accounts include a detailed commentary, a forecast of the financial performance with an explanation of variances and balance sheets items such as aged creditors, aged debtors and monies owed and due from HMRC. These reports are used to make informed decision about how to best use academy funds.
- The full Governing Body approves the budget each year. The Trustees' have budget information for the medium term; the data provided is for the next 3 financial years alongside the current year position.
- When signification expenditure is due to take place, different options are appraised and competitive quotations are obtained to ensure that the best value for money is achieved and that the investment will generate the best possible results for the Academy.
- Services and contracts are regularly reviewed for fitness for purpose. If appropriate paying for a service cost for a full year to secure a discount.
- During the summer term, the finance assistant collated all the stationery orders to achieve a discount and lower prices were levied against the subject budget headings.
- Expenditure for items in short supply due to the changing landscape because of coronavirus has occurred. The finance assistant, telephones around for best prices and the availability of the goods. Being able to receive goods on a short timescale has become more important since March 2020.
- The Pay Committee considers pay recommendations for all teaching staff who are eligible to progress and Senior Leadership members.
- With a stable and experienced body of teaching staff, the school continues to support trainee teachers and offers extensive opportunities to students from local colleges to be nurtured in a sound, progressive and academic environment.

The purpose of the system of internal control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Academy 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 John Masefield High School and Sixth Form Centre for the year 1 September 2019 to 31 August 2020 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 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 ongoing process for identifying, evaluating and managing the Academy's significant risks, that has been in place for the year 1 September 2019 to 31 August 2020 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the board of trustees.

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GOVERNANCE STATEMENT (CONTINUED)

The risk and control framework

The Academy'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 Finance, Audit and Premises 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.
- delegation of authority and segregation of duties;
- identification and management of risks.


The Board of Trustees has considered the need for a specific internal audit function and has opted for a bought-in internal audit service in line with the AFH 2019/2020.

The Audit Committee considered the output from external audit interim visits, and other compliance visits, in conjunction with the Trust's assessment of risk in confirming the scope of the internal audit work.

The internal auditor's role included performing a range of checks on areas of the Trust's finance systems and controls which included:

- the operations of the systems of controls;
- then proper use of public funds;
- systems, procedures and policies in place; and
- reporting on their findings.

In addition to the internal audit, the external auditors reported to the Audit Committee the results of the interim visits performed during the year, which comprise part of the statutory year end audit; reporting on the operation of the systems of control and on the discharge of the Trustees' financial responsibilities.

 1st December 2020

JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE
(A company limited by guarantee)

GOVERNANCE STATEMENT (CONTINUED)

Review of effectiveness

As accounting officer, the Headteacher 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 external auditors;
- the financial management and governance self-assessment process;
- the work of the executive managers within the Academy 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 committee and a plan to address weaknesses and ensure continuous improvement of the system is in place.

Approved by order of the members of the Board of Trustees and signed on their behalf by:



Lucy Potter
Trustee



Andrew Evans
Accounting Officer

Date: 1 December 2020

JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE
(A company limited by guarantee)

STATEMENT ON REGULARITY, PROPRIETY AND COMPLIANCE

As accounting officer of John Masefield High School and Sixth Form Centre I have considered my responsibility to notify the Academy board of Trustees and the Education & Skills Funding Agency (ESFA) of material irregularity, impropriety and non-compliance with terms and conditions of all funding received by the Academy, under the funding agreement in place between the Academy and the Secretary of State for Education. As part of my consideration I have had due regard to the requirements of the Academies Financial Handbook 2019.

I confirm that I and the Academy board of Trustees are able to identify any material irregular or improper use of all funds by the Academy, or material non-compliance with the terms and conditions of funding under the Academy's funding agreement and the Academies Financial Handbook 2019.

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



Andrew Evans
Accounting Officer

Date: 1 December 2020

JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE
(A company limited by guarantee)

STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 AUGUST 2020

The Trustees (who are also the directors of the charitable company 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 . 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 of the Charities SORP 2019 and the Academies Accounts Direction 2019 to 2020;
- 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 and signed on its behalf by:



Lucy Potter
Trustee

Date: 1 December 2020

JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE

Opinion

We have audited the financial statements of John Masefield High School and Sixth Form Centre (the 'academy') for the year ended 31 August 2020 which comprise the Statement of Financial Activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', the Charities SORP 2019 and the Academies Accounts Direction 2019 to 2020 issued by the Education and Skills Funding Agency.

In our opinion the financial statements:

- give a true and fair view of the state of the Academy's affairs as at 31 August 2020 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities SORP 2019 and the Academies Accounts Direction 2019 to 2020 issued by the Education and Skills Funding Agency.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' 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 United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE (CONTINUED)

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report (incorporating the strategic report and the directors' report), other than the financial statements and our Auditors' report thereon. Other information includes the Reference and administrative details, the Trustees' report including the Strategic report, and the Governance statement. 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.

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 Trustees' Report including the Strategic Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report and the Strategic 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 Academy and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report including the Strategic Report.

We have nothing to report in respect of the following matters in relation to which 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.

JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE (CONTINUED)

Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the Academy for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, 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.

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

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' 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 Auditors' 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 and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Andrew Malpass BA FCA (Senior statutory auditor)

for and on behalf of

WR Partners

Chartered Accountants

Statutory Auditors

Belmont House

Shrewsbury Business Park

Shrewsbury

Shropshire

SY2 6LG

Date:

10th December 2020

JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE
(A company limited by guarantee)

**INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO JOHN
MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE AND THE EDUCATION AND SKILLS FUNDING
AGENCY**

In accordance with the terms of our engagement letter dated 17 September 2020 and further to the requirements of the Education and Skills Funding Agency (ESFA) as included in the Academies Accounts Direction 2019 to 2020, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by John Masefield High School and Sixth Form Centre during the year 1 September 2019 to 31 August 2020 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 John Masefield High School and Sixth Form Centre and ESFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to John Masefield High School and Sixth Form Centre 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 John Masefield High School and Sixth Form Centre and ESFA, for our work, for this report, or for the conclusion we have formed.

Respective responsibilities of John Masefield High School and Sixth Form Centre's accounting officer and the reporting accountant

The accounting officer is responsible, under the requirements of John Masefield High School and Sixth Form Centre's funding agreement with the Secretary of State for Education dated 31 May 2011 and the Academies Financial Handbook, extant from 1 September 2019, 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 2019 to 2020. 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 1 September 2019 to 31 August 2020 have not been applied to purposes intended by Parliament or that the financial transactions do not conform to the authorities which govern them.

Approach

We conducted our engagement in accordance with the Academies Accounts Direction 2019 to 2020 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's income and expenditure.

JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE
(A company limited by guarantee)

**INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO JOHN
MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE AND THE EDUCATION & SKILLS FUNDING
AGENCY (CONTINUED)**

Conclusion

In the course of our work, nothing has come to our attention which suggest in all material respects the expenditure disbursed and income received during the year 1 September 2019 to 31 August 2020 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.



Andrew Malpass BA FCA (Senior statutory auditor)

WR Partners

Chartered Accountants

Statutory Auditors

Belmont House

Shrewsbury Business Park

Shrewsbury

Shropshire

SY2 6LG

Date:

10th December 2020

JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 AUGUST 2020**

| | Note | Unrestricted funds 2020 £ | Restricted funds 2020 £ | Restricted fixed asset funds 2020 £ | Total funds 2020 £ | Total funds 2019 £ |
|---|-------------|--|--|--|---------------------------------------|---------------------------------------|
| Income from: | | | | | | |
| Donations and capital grants | 3 | - | 2,825 | 20,043 | 22,868 | 85,405 |
| Charitable activities | 4 | - | 4,895,996 | - | 4,895,996 | 4,659,624 |
| Other trading activities | 5 | 55,645 | 10,518 | - | 66,163 | 58,330 |
| Investments | 6 | 2,406 | - | - | 2,406 | 1,534 |
| Total income | | 58,051 | 4,909,339 | 20,043 | 4,987,433 | 4,804,893 |
| Expenditure on: | | | | | | |
| Raising funds | 7 | 50,975 | 12,343 | - | 63,318 | 42,779 |
| Charitable activities | 7 | - | 4,941,863 | 534,188 | 5,476,051 | 5,190,726 |
| Total expenditure | | 50,975 | 4,954,206 | 534,188 | 5,539,369 | 5,233,505 |
| Net income/(expenditure) | | 7,076 | (44,867) | (514,145) | (551,936) | (428,612) |
| Transfers between funds | 16 | (122,255) | - | 122,255 | - | - |
| Net movement in funds before other recognised gains/(losses) | | (115,179) | (44,867) | (391,890) | (551,936) | (428,612) |
| Other recognised gains/(losses): | | | | | | |
| Actuarial gains/(losses) on defined benefit pension schemes | 22 | - | 209,000 | - | 209,000 | (745,000) |
| Net movement in funds | | (115,179) | 164,133 | (391,890) | (342,936) | (1,173,612) |

JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
(CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2020

| | Unrestricted funds 2020 £ | Restricted funds 2020 £ | Restricted fixed asset funds 2020 £ | Total funds 2020 £ | <i>Total funds 2019 £</i> |
|------------------------------------|--|--|--|---------------------------------------|---------------------------------------|
| Note | | | | | |
| Reconciliation of funds: | | | | | |
| Total funds brought forward | 209,631 | (2,221,266) | 16,144,977 | 14,133,342 | <i>15,306,954</i> |
| Net movement in funds | (115,179) | 164,133 | (391,890) | (342,936) | <i>(1,173,612)</i> |
| Total funds carried forward | 94,452 | (2,057,133) | 15,753,087 | 13,790,406 | <i>14,133,342</i> |

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 43 to 69 form part of these financial statements.

JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE
(A company limited by guarantee)
REGISTERED NUMBER: 07631985

BALANCE SHEET
AS AT 31 AUGUST 2020


| | Note | 2020 £ | 2019 £ |
|--|------|--------------------------|--------------------------|
| Fixed assets | | | |
| Tangible assets | 13 | 15,753,087 | 16,144,977 |
| | | <u>15,753,087</u> | <u>16,144,977</u> |
| Current assets | | | |
| Debtors | 14 | 194,850 | 168,525 |
| Cash at bank and in hand | | 601,843 | 623,020 |
| | | <u>796,693</u> | <u>791,545</u> |
| Creditors: amounts falling due within one year | 15 | (365,374) | (317,180) |
| Net current assets | | <u>431,319</u> | <u>474,365</u> |
| Total assets less current liabilities | | <u>16,184,406</u> | <u>16,619,342</u> |
| Net assets excluding pension liability | | <u>16,184,406</u> | <u>16,619,342</u> |
| Defined benefit pension scheme liability | 22 | (2,394,000) | (2,486,000) |
| Total net assets | | <u><u>13,790,406</u></u> | <u><u>14,133,342</u></u> |

JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE
(A company limited by guarantee)
REGISTERED NUMBER: 07631985

BALANCE SHEET (CONTINUED)
AS AT 31 AUGUST 2020

| | Note | 2020 £ | 2019 £ |
|--|------|-------------------|-------------------|
| Funds of the Academy | | | |
| Restricted funds: | | | |
| Fixed asset funds | 16 | 15,753,087 | 16,144,977 |
| Restricted income funds | 16 | 336,867 | 264,734 |
| Restricted funds excluding pension asset | 16 | 16,089,954 | 16,409,711 |
| Pension reserve | 16 | (2,394,000) | (2,486,000) |
| Total restricted funds | 16 | 13,695,954 | 13,923,711 |
| Unrestricted income funds | 16 | 94,452 | 209,631 |
| Total funds | | 13,790,406 | 14,133,342 |

The financial statements on pages 38 to 69 were approved by the Trustees, and authorised for issue on 01 December 2020 and are signed on their behalf, by:



.....
Lucy Potter
Trustee



.....
Andrew Evans
Accounting Officer

The notes on pages 43 to 69 form part of these financial statements.

1st December
2020

JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 AUGUST 2020

| | Note | 2020 £ | 2019 £ |
|---|--------|-------------------|-------------------|
| Cash flows from operating activities | | | |
| Net cash provided by operating activities | 18 | 118,715 | 256,777 |
| Cash flows from investing activities | 19 | (139,892) | (103,653) |
| | | <u> </u> | <u> </u> |
| Change in cash and cash equivalents in the year | | (21,177) | 153,124 |
| Cash and cash equivalents at the beginning of the year | | 623,020 | 469,896 |
| | | <u> </u> | <u> </u> |
| Cash and cash equivalents at the end of the year | 20, 21 | <u>601,843</u> | <u>623,020</u> |

The notes on pages 43 to 69 form part of these financial statements

JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

1. Accounting policies

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

1.1 Basis of preparation of financial statements

The financial statements of the Academy, which is a public benefit entity under FRS 102, have been prepared under the historic 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 2019 to 2020 issued by ESFA, the Charities Act 2011 and the Companies Act 2006.

1.2 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 Academy to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Academy has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Academy's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

1. Accounting policies (continued)

1.3 Income

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

- **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 year 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 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 year it is receivable and to the extent the Academy has provided the goods or services.

1.4 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.

- **Expenditure on raising funds**

This includes all expenditure incurred by the Academy 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's educational operations, including support costs and costs relating to the governance of the Academy apportioned to charitable activities.

JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

1. Accounting policies (continued)

1.4 Expenditure (continued)

All resources expended are inclusive of irrecoverable VAT.

1.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Academy; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

1.6 Taxation

The Academy 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 is potentially exempt from taxation in respect of income or capital gains received within categories covered by Part 11, chapter 3 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.

1.7 Tangible fixed assets

Assets costing £1,000 or more are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any provision for impairment.

Where tangible fixed assets have been acquired with the aid of specific grants, either from the government or from the private sector, they are included in the Balance sheet at cost and depreciated over their expected useful economic life. 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 and assets under construction, at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life, as follows:

JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

1. Accounting policies (continued)

1.7 Tangible fixed assets (continued)

Depreciation is provided on the following bases:

| | |
|------------------------------|-------|
| Leasehold Improvements | - 10% |
| Long-term leasehold property | - 2% |
| Furniture and fixtures | - 20% |
| Computer equipment | - 20% |

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.

Upon conversion to academy status the Trust entered into a long term lease agreement with the Local Authority to occupy the school site over 125 years at nil rental charge.

1.8 Debtors

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid .

1.9 Cash at bank and in hand

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

1.10 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 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.

1.11 Provisions

Provisions are recognised when the Academy 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.

JOHN MASEFIELD HIGH SCHOOL AND SIXTH FORM CENTRE
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

1. Accounting policies (continued)

1.12 Financial instruments

The Academy only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the Academy and their measurement bases 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 14. 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 note 15. 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.

1.13 Operating leases

Rentals paid under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

1.14 Pensions

Retirement benefits to employees of the Academy 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 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 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.

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FOR THE YEAR ENDED 31 AUGUST 2020

1. Accounting policies (continued)

1.15 Fund accounting

Unrestricted income funds represent those resources which may be used towards meeting any of the charitable objects of the Academy 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 Department for Education Group.

2. Critical accounting estimates and areas of judgment

Estimates and judgments 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.

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.

Critical areas of judgment:

Assumptions used in pensions valuation

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 or income for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 22, 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 2019 has been used by the actuary in valuing the pensions liability at 31 August 2020. 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.

Long term leasehold property

The Academy Trust's land and buildings were brought in on conversion based on insurance valuation.

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3. Income from donations and capital grants

| | Restricted funds 2020 £ | Restricted fixed asset funds 2020 £ | Total funds 2020 £ | <i>Total funds 2019 £</i> |
|-------------------|--|--|---------------------------------------|---------------------------------------|
| Donations | 2,825 | - | 2,825 | 4,375 |
| Capital Grants | - | 20,043 | 20,043 | 81,030 |
| | <u>2,825</u> | <u>20,043</u> | <u>22,868</u> | <u>85,405</u> |
| <i>Total 2019</i> | <u>4,375</u> | <u>81,030</u> | <u>85,405</u> | |

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**NOTES TO THE FINANCIAL STATEMENTS
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4. Funding for the Academy's educational activities

| | Unrestricted funds 2020 £ | Restricted funds 2020 £ | Total funds 2020 £ | Total funds 2019 £ |
|--------------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| DfE/ESFA grants | | | | |
| General Annual Grant (GAG) | - | 4,253,693 | 4,253,693 | 4,165,081 |
| Pupil Premium | - | 163,387 | 163,387 | 156,831 |
| Year 7 Catch-up Grant | - | 7,181 | 7,181 | 6,954 |
| Rates reclaim | - | 20,902 | 20,902 | 20,500 |
| | - | 4,445,163 | 4,445,163 | 4,349,366 |
| Other Government Grants | | | | |
| Covid-19 Income | - | 11,948 | 11,948 | - |
| Local Authority - SEN | - | 80,427 | 80,427 | 83,780 |
| Local Authority - Other Grants | - | 851 | 851 | 19,621 |
| Government - Other Grants | - | 249,928 | 249,928 | 40,440 |
| | - | 343,154 | 343,154 | 143,841 |
| Other Income | | | | |
| Other Income | - | 5,334 | 5,334 | 13,067 |
| Insurance | - | 20,431 | 20,431 | - |
| School Fund | - | 81,914 | 81,914 | 153,350 |
| | - | 107,679 | 107,679 | 166,417 |
| | - | 4,895,996 | 4,895,996 | 4,659,624 |
| Total 2019 | 2,657 | 4,656,967 | 4,659,624 | |

Of the Covid-19 income received for the financial year 2019/2020, £1,342 has been received for Free School Meals, £6,248 has been received for the catering company to secure their business continuity due to not working, £403 has been received for microphones so team lessons can be streamed remotely, £995 has been received to cover the Connect plus editions of Teams and £2,960 has been received for PPE items such as hand sanitizer and face masks.

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FOR THE YEAR ENDED 31 AUGUST 2020**

5. Income from other trading activities

| | Unrestricted funds 2020 £ | Restricted funds 2020 £ | Total funds 2020 £ | Total funds 2019 £ |
|--------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Hire of Facilities | 5,097 | - | 5,097 | 17,478 |
| Other Income | 50,548 | 10,518 | 61,066 | 40,852 |
| Total 2020 | 55,645 | 10,518 | 66,163 | 58,330 |
| <i>Total 2019</i> | <i>58,330</i> | <i>-</i> | <i>58,330</i> | |

6. Investment income

| | Unrestricted funds 2020 £ | Total funds 2020 £ | Total funds 2019 £ |
|-------------------|------------------------------------|-----------------------------|-----------------------------|
| Investment income | 2,406 | 2,406 | 1,534 |
| Total 2020 | 2,406 | 2,406 | 1,534 |
| <i>Total 2019</i> | <i>1,534</i> | <i>1,534</i> | |

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020**

7. Expenditure

| | Staff Costs 2020 £ | Premises 2020 £ | Other 2020 £ | Total 2020 £ | <i>Total 2019 £</i> |
|--|-----------------------------------|--------------------------------|-----------------------------|-----------------------------|-----------------------------|
| Expenditure on raising voluntary income: | | | | | |
| Direct costs | 19,097 | 14,818 | 29,403 | 63,318 | 42,779 |
| Educational Activities: | | | | | |
| Direct costs | 3,186,225 | - | 348,916 | 3,535,141 | 3,295,751 |
| Allocated support costs | 844,493 | 377,691 | 718,726 | 1,940,910 | 1,894,975 |
| Total 2020 | <u>4,049,815</u> | <u>392,509</u> | <u>1,097,045</u> | <u>5,539,369</u> | <u>5,233,505</u> |
| <i>Total 2019</i> | <u>3,692,059</u> | <u>388,990</u> | <u>1,152,456</u> | <u>5,233,505</u> | |

8. Analysis of expenditure by activities

| | Activities undertaken directly 2020 £ | Support costs 2020 £ | Total funds 2020 £ | <i>Total funds 2019 £</i> |
|------------------------|--|---|---------------------------------------|---------------------------------------|
| Educational Activities | <u>3,535,141</u> | <u>1,940,910</u> | <u>5,476,051</u> | <u>5,190,726</u> |
| <i>Total 2019</i> | <u>3,295,751</u> | <u>1,894,975</u> | <u>5,190,726</u> | |

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**NOTES TO THE FINANCIAL STATEMENTS
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8. Analysis of expenditure by activities (continued)

Analysis of direct costs

| | Educational Activities 2020 £ | Total funds 2020 £ | <i>Total funds 2019 £</i> |
|----------------------|--|---------------------------------------|---------------------------------------|
| Staff costs | 3,186,225 | 3,186,225 | 2,899,631 |
| Educational Supplies | 66,752 | 66,752 | 76,598 |
| Examination Fees | 78,950 | 78,950 | 74,396 |
| Technology Costs | 75,327 | 75,327 | 78,940 |
| Other costs | 127,887 | 127,887 | 166,186 |
| | <u>3,535,141</u> | <u>3,535,141</u> | <u>3,295,751</u> |
| <i>Total 2019</i> | <u>3,295,751</u> | <u>3,295,751</u> | |

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020**

8. Analysis of expenditure by activities (continued)

Analysis of support costs

| | Educational Activities 2020 £ | Total funds 2020 £ | <i>Total funds 2019 £</i> |
|-------------------------|--|---------------------------------------|---------------------------------------|
| Staff costs | 844,493 | 844,493 | 792,428 |
| Depreciation | 534,188 | 534,188 | 514,304 |
| Technology Costs | 449 | 449 | 460 |
| Staff Expenses | 175 | 175 | 630 |
| Other Staff Costs | 50,258 | 50,258 | 61,892 |
| Other costs | 51,203 | 51,203 | 64,326 |
| Rates | 18,820 | 18,820 | 20,540 |
| Energy | 89,646 | 89,646 | 91,891 |
| Maintenance of Premises | 107,465 | 107,465 | 98,977 |
| Cleaning and Caretaking | 91,705 | 91,705 | 86,053 |
| Operating Leases | 24,731 | 24,731 | 34,365 |
| Transport | 9,716 | 9,716 | 21,887 |
| Catering | 1,614 | 1,614 | 4,992 |
| Other Premises Costs | 45,324 | 45,324 | 57,164 |
| Legal and Professional | 56,123 | 56,123 | 32,066 |
| Auditor Costs | 15,000 | 15,000 | 13,000 |
| | <u>1,940,910</u> | <u>1,940,910</u> | <u>1,894,975</u> |
| <i>Total 2019</i> | <u>1,894,975</u> | <u>1,894,975</u> | |

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**NOTES TO THE FINANCIAL STATEMENTS
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9. Net income/(expenditure)

Net income/(expenditure) for the year includes:

| | 2020 £ | 2019 £ |
|---------------------------------------|-------------------|-------------------|
| Operating lease rentals | 31,616 | 34,365 |
| Depreciation of tangible fixed assets | 534,188 | 514,304 |
| Fees paid to auditors for: | | |
| - audit | 8,900 | 9,400 |
| - other services | 2,950 | 3,600 |
| | <u> </u> | <u> </u> |

10. Staff

a. Staff costs

Staff costs during the year were as follows:

| | 2020 £ | 2019 £ |
|-----------------------|------------------|------------------|
| Wages and salaries | 2,785,251 | 2,644,248 |
| Social security costs | 282,863 | 265,690 |
| Pension costs | 978,521 | 768,764 |
| | <u>4,046,635</u> | <u>3,678,702</u> |
| Agency staff costs | 3,180 | 13,357 |
| | <u>4,049,815</u> | <u>3,692,059</u> |

b. Staff numbers

The average number of persons employed by the Academy during the year was as follows:

| | 2020 No. | 2019 No. |
|----------------------------|-------------|-------------|
| Teachers | 51 | 49 |
| Administration and Support | 88 | 95 |
| Management | 9 | 9 |
| | <u>148</u> | <u>153</u> |

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NOTES TO THE FINANCIAL STATEMENTS
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10. Staff (continued)

c. Higher paid staff

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

| | 2020 | <i>2019</i> |
|--------------------------------|-------------|-------------|
| | No. | <i>No.</i> |
| In the band £60,001 - £70,000 | 1 | <i>1</i> |
| In the band £90,001 - £100,000 | 1 | <i>1</i> |

d. Key management personnel

The key management personnel of the Academy 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 was £732,527 (2019 £614,722).

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**NOTES TO THE FINANCIAL STATEMENTS
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11. Trustees' remuneration and expenses

One or more Trustees has been paid remuneration or has received other benefits from an employment with the Academy. 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:

| | | 2020 | 2019 |
|---|----------------------------|------------------|-------------|
| | | £ | £ |
| Andrew Evans, Headteacher and Accounting Officer | Remuneration | 90,000 - | 85,000 - |
| | | 95,000 | 90,000 |
| | Pension contributions paid | 20,000 - | 10,000 - |
| | | 25,000 | 15,000 |
| Andrew Collard, Staff Trustee (resigned 9 June 2019 and re-appointed 19 May 2020) | Remuneration | 15,000 - | 65,000 - |
| | | 20,000 | 70,000 |
| | Pension contributions paid | 0 - 5,000 | 10,000 - |
| | | | 15,000 |
| Donald Henderson, Staff Trustee | Remuneration | 35,000 - | 35,000 - |
| | | 40,000 | 40,000 |
| | Pension contributions paid | 5,000 - | 5,000 - |
| | | 10,000 | 10,000 |
| Jennifer Davies, Staff Trustee | Remuneration | 50,000 - | 45,000 - |
| | | 55,000 | 50,000 |
| | Pension contributions paid | 10,000 - | 5,000 - |
| | | 15,000 | 10,000 |

During the year ended 31 August 2020, expenses totalling £NIL were reimbursed or paid directly to Trustees (2019 - £93).

12. Trustees' and Officers' insurance

In accordance with normal commercial practice, the Academy has purchased insurance to protect Trustees 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 2020 was £235 (2019 - £210). The cost of this insurance is included in the total insurance cost.

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**NOTES TO THE FINANCIAL STATEMENTS
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13. Tangible fixed assets

| | Leasehold improvements £ | Long-term leasehold property £ | Furniture and equipment £ | Computer equipment £ | Total £ |
|--------------------------|--------------------------------|---|------------------------------------|----------------------------|------------|
| Cost or valuation | | | | | |
| At 1 September 2019 | 1,294,837 | 18,231,654 | 137,296 | 352,637 | 20,016,424 |
| Additions | 8,500 | - | 29,786 | 104,012 | 142,298 |
| At 31 August 2020 | 1,303,337 | 18,231,654 | 167,082 | 456,649 | 20,158,722 |
| Depreciation | | | | | |
| At 1 September 2019 | 493,009 | 3,008,219 | 84,505 | 285,714 | 3,871,447 |
| Charge for the year | 129,469 | 364,632 | 13,347 | 26,740 | 534,188 |
| At 31 August 2020 | 622,478 | 3,372,851 | 97,852 | 312,454 | 4,405,635 |
| Net book value | | | | | |
| At 31 August 2020 | 680,859 | 14,858,803 | 69,230 | 144,195 | 15,753,087 |
| At 31 August 2019 | 801,828 | 15,223,435 | 52,791 | 66,923 | 16,144,977 |

14. Debtors

| | 2020 £ | 2019 £ |
|--------------------------------|-----------|-----------|
| Due within one year | | |
| Trade debtors | 11,837 | 14,041 |
| Other debtors | 20,994 | 13,792 |
| Prepayments and accrued income | 162,019 | 140,692 |
| | 194,850 | 168,525 |

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**NOTES TO THE FINANCIAL STATEMENTS
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15. Liabilities: Amounts falling due within one year

| | 2020 | 2019 |
|--|-----------------|-----------------|
| | £ | £ |
| Trade creditors | 133,945 | 91,015 |
| Other taxation and social security | 70,580 | 67,408 |
| Other creditors | 62,735 | 57,485 |
| Accruals and deferred income | 98,114 | 101,272 |
| | 365,374 | 317,180 |
| | 2020 | 2019 |
| | £ | £ |
| Deferred income at 1 September 2019 | 12,578 | 13,676 |
| Resources deferred during the year | 1,855 | 12,578 |
| Amounts released from previous periods | (12,578) | (13,676) |
| | 1,855 | 12,578 |

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**NOTES TO THE FINANCIAL STATEMENTS
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16. Statement of funds

| | Balance at 1 September 2019 £ | Income £ | Expenditure £ | Transfers in/out £ | Gains/ (Losses) £ | Balance at 31 August 2020 £ |
|---------------------------------------|--|-------------|------------------|--------------------------|-------------------------|--------------------------------------|
| Unrestricted funds | | | | | | |
| General Funds - all funds | 209,631 | 58,051 | (50,975) | (122,255) | - | 94,452 |
| Restricted general funds | | | | | | |
| General annual grant (GAG) | - | 4,253,693 | (4,253,693) | - | - | - |
| Pupil premium | - | 163,387 | (163,387) | - | - | - |
| Other grants | 237,012 | 267,041 | (176,724) | - | - | 327,329 |
| School fund | 27,722 | 225,218 | (243,402) | - | - | 9,538 |
| Pension reserve | (2,486,000) | - | (117,000) | - | 209,000 | (2,394,000) |
| | (2,221,266) | 4,909,339 | (4,954,206) | - | 209,000 | (2,057,133) |
| Restricted fixed asset funds | | | | | | |
| Class II Restricted Funds - all funds | 16,144,977 | 20,043 | (534,188) | 122,255 | - | 15,753,087 |
| Total Restricted funds | 13,923,711 | 4,929,382 | (5,488,394) | 122,255 | 209,000 | 13,695,954 |
| Total funds | 14,133,342 | 4,987,433 | (5,539,369) | - | 209,000 | 13,790,406 |

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

The Restricted General Fund includes GAG and other grants receivable from the ESFA and Local Authority towards the Academy's educational activities. School funds held in respect of education visits and events are also included in the Restricted General Fund.

The Restricted Fixed Asset Fund includes amounts receivable from the ESFA in respect of tangible fixed assets held for Academy use. Transfer between the GAG Fund and Restricted Fixed Asset Fund relate to purchases from this fund.

The Pension Reserve relates to the School's share of the deficit of the Local Government Pension Scheme overseen by the Local Authority.

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**NOTES TO THE FINANCIAL STATEMENTS
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16. Statement of funds (continued)

Under the funding agreement with the Secretary of State, the Academy was not subject to a limit on the amount of GAG it could carry forward at 31 August 2020.

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

| | <i>Balance at 1 September 2018 £</i> | <i>Income £</i> | <i>Expenditure £</i> | <i>Transfers in/out £</i> | <i>Balance at 31 August 2019 £</i> |
|---------------------------------------|--|-------------------------|---------------------------|-----------------------------------|--|
| Unrestricted funds | | | | | |
| General Funds - all funds | 231,352 | 62,521 | (56,192) | - | 209,631 |
| Restricted general funds | | | | | |
| General annual grant (GAG) | - | 4,165,081 | (4,165,081) | - | - |
| Pupil premium | - | 156,831 | (156,831) | - | - |
| Other grants | 127,012 | 178,202 | (68,202) | - | 237,012 |
| School fund | 20,389 | 153,350 | (146,017) | - | 27,722 |
| 16-18 Bursary | - | 7,878 | (7,878) | - | - |
| Pension reserve | (1,622,000) | - | (119,000) | (745,000) | (2,486,000) |
| | <u>(1,474,599)</u> | <u>4,661,342</u> | <u>(4,663,009)</u> | <u>(745,000)</u> | <u>(2,221,266)</u> |
| Restricted fixed asset funds | | | | | |
| Class II Restricted Funds - all funds | 16,550,201 | 81,030 | (514,304) | - | 16,114,927 |
| Total Restricted funds | <u>15,075,602</u> | <u>4,742,372</u> | <u>(5,177,313)</u> | <u>(745,000)</u> | <u>13,923,711</u> |
| Total funds | <u><u>15,306,954</u></u> | <u><u>4,804,893</u></u> | <u><u>(5,233,505)</u></u> | <u><u>(745,000)</u></u> | <u><u>14,133,342</u></u> |

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17. Analysis of net assets between funds

Analysis of net assets between funds - current period

| | Unrestricted funds 2020 £ | Restricted funds 2020 £ | Restricted fixed asset funds 2020 £ | Total funds 2020 £ |
|--|------------------------------------|----------------------------------|---|-----------------------------|
| Tangible fixed assets | - | - | 15,753,087 | 15,753,087 |
| Current assets | 459,826 | 336,867 | - | 796,693 |
| Creditors due within one year | (365,374) | - | - | (365,374) |
| Provisions for liabilities and charges | - | (2,394,000) | - | (2,394,000) |
| Total | 94,452 | (2,057,133) | 15,753,087 | 13,790,406 |

Analysis of net assets between funds - prior period

| | <i>Unrestricted funds 2019 £</i> | <i>Restricted funds 2019 £</i> | <i>Restricted fixed asset funds 2019 £</i> | <i>Total funds 2019 £</i> |
|--|--|--|--|---------------------------------------|
| Tangible fixed assets | - | - | 16,144,977 | 16,144,977 |
| Current assets | 526,811 | 264,734 | - | 791,545 |
| Creditors due within one year | (317,180) | - | - | (317,180) |
| Provisions for liabilities and charges | - | (2,486,000) | - | (2,486,000) |
| Total | 209,631 | (2,221,266) | 16,144,977 | 14,133,342 |

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020**

18. Reconciliation of net expenditure to net cash flow from operating activities

| | 2020 £ | 2019 £ |
|---|----------------|----------------|
| Net expenditure for the period (as per Statement of financial activities) | (551,936) | (428,612) |
| Adjustments for: | | |
| Depreciation | 534,188 | 514,304 |
| Dividends, interest and rents from investments | (2,406) | (1,534) |
| Defined benefit pension scheme cost less contributions payable | 71,000 | 73,000 |
| Defined benefit pension scheme finance cost | 46,000 | 46,000 |
| Increase in debtors | (26,325) | (26,932) |
| Increase in creditors | 48,194 | 80,551 |
| Net cash provided by operating activities | 118,715 | 256,777 |

19. Cash flows from investing activities

| | 2020 £ | 2019 £ |
|--|------------------|------------------|
| Dividends, interest and rents from investments | 2,406 | 1,534 |
| Purchase of tangible fixed assets | (142,298) | (105,187) |
| Net cash used in investing activities | (139,892) | (103,653) |

20. Analysis of cash and cash equivalents

| | 2020 £ | 2019 £ |
|--|----------------|----------------|
| Cash in hand | 601,843 | 623,020 |
| Total cash and cash equivalents | 601,843 | 623,020 |

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**NOTES TO THE FINANCIAL STATEMENTS
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21. Analysis of changes in net debt

| | At 1 September 2019 £ | Cash flows £ | At 31 August 2020 £ |
|--------------------------|--------------------------------|-----------------|---------------------------|
| Cash at bank and in hand | 623,020 | (21,177) | 601,843 |
| | <u>623,020</u> | <u>(21,177)</u> | <u>601,843</u> |

22. Pension commitments

The Academy'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 Mercer. 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 2016.

Contributions amounting to £62,735 were payable to the schemes at 31 August 2020 (2019 - £57,059) and are included within creditors.

Teachers' Pension Scheme

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pension Scheme Regulations 2014. Membership is automatic for full-time teachers in academies. All teachers have the option to opt-out of the TPS following enrolment.

The TPS is an unfunded scheme to which both the 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.

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FOR THE YEAR ENDED 31 AUGUST 2020

22. Pension commitments (continued)

The Teachers' Pension Budgeting and Valuation Account

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 latest actuarial valuation of the TPS was carried out as at 31 March 2016. The valuation report was published by the Department for Education on 5 March 2019. The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 23.68% of pensionable pay (including a 0.08% 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 next valuation result is due to be implemented from 1 April 2023.

The employer's pension costs paid to TPS in the year amounted to £535,985 (2019 - £358,425).

A copy of the valuation report and supporting documentation is on the Teachers' Pensions website (<https://www.teacherspensions.co.uk/news/employers/2019/04/teachers-pensions-valuation-report.aspx>).

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

Local Government Pension Scheme

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 2020 was £197,588 (2019 - £177,607), of which employer's contributions totalled £163,339 (2019 - £145,660) and employees' contributions totalled £ 34,249 (2019 - £31,947). The agreed contribution rates for future years are 6 per cent for employers and 13 per cent for employees.

As described in note the LGPS obligation relates to the employees of the Academy, who were the employees transferred as part of the conversion from the maintained school and new employees who were eligible to, and did, join the Scheme in the year. The obligation in respect of employees who transferred on conversion represents their cumulative service at both the predecessor school and the Academy at the balance sheet date.

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

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22. Pension commitments (continued)

Principal actuarial assumptions

| | 2020 | <i>2019</i> |
|--|-------------|-------------|
| | % | <i>%</i> |
| Rate of increase in salaries | 3.90 | <i>3.60</i> |
| Rate of increase for pensions in payment/inflation | 2.50 | <i>2.20</i> |
| Discount rate for scheme liabilities | 1.80 | <i>2.80</i> |
| Inflation assumption (CPI) | 2.40 | <i>2.10</i> |

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

| | 2020 | <i>2019</i> |
|-----------------------------|--------------|--------------|
| | Years | <i>Years</i> |
| <i>Retiring today</i> | | |
| Males | 22.6 | <i>22.8</i> |
| Females | 25.0 | <i>25.8</i> |
| <i>Retiring in 20 years</i> | | |
| Males | 24.2 | <i>25.1</i> |
| Females | 27.0 | <i>28.2</i> |

Sensitivity analysis

| | 2020 | <i>2019</i> |
|--|--------------|--------------|
| | £000 | <i>£000</i> |
| Discount rate +0.1% | 2,316 | <i>2,400</i> |
| Mortality assumption - 1 year increase | 2,511 | <i>2,558</i> |
| CPI rate +0.1% | 2,474 | <i>2,573</i> |

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22. Pension commitments (continued)

Share of scheme assets

The Academy's share of the assets in the scheme was:

| | 2020 £ | 2019 £ |
|-------------------------------------|------------------|------------------|
| Equities | 1,092,000 | 1,056,000 |
| Other bonds | 88,000 | 74,000 |
| Property | 89,000 | 89,000 |
| Cash and other liquid assets | 70,000 | 43,000 |
| Other | 207,000 | 115,000 |
| Government bonds | 111,000 | 112,000 |
| Total market value of assets | 1,657,000 | 1,489,000 |

The actual return on scheme assets was £25,000 (2019 - £59,000).

The amounts recognised in the Statement of Financial Activities are as follows:

| | 2020 £ | 2019 £ |
|---|------------------|------------------|
| Current service cost | (234,000) | (165,000) |
| Past service cost | (1,000) | (55,000) |
| Interest cost | (44,000) | (44,000) |
| Administrative expenses | (2,000) | (2,000) |
| Total amount recognised in the Statement of Financial Activities | (281,000) | (266,000) |

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

| | 2020 £ | 2019 £ |
|----------------------------|------------------|------------------|
| At 1 September 2019 | 3,975,000 | 2,926,000 |
| Current service cost | 234,000 | 165,000 |
| Past service cost | 1,000 | 55,000 |
| Interest cost | 72,000 | 82,000 |
| Employee contributions | 34,000 | 32,000 |
| Actuarial (gains)/losses | (243,000) | 767,000 |
| Benefits paid | (22,000) | (52,000) |
| At 31 August 2020 | 4,051,000 | 3,975,000 |

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020**

22. Pension commitments (continued)

Changes in the fair value of the Academy's share of scheme assets were as follows:

| | 2020 | 2019 |
|----------------------------|------------------|------------------|
| | £ | £ |
| At 1 September 2019 | 1,489,000 | 1,304,000 |
| Interest income | 28,000 | 38,000 |
| Actuarial (losses)/gains | (34,000) | 22,000 |
| Employer contributions | 164,000 | 147,000 |
| Employee contributions | 34,000 | 32,000 |
| Benefits paid | (22,000) | (52,000) |
| Administration expenses | (2,000) | (2,000) |
| At 31 August 2020 | 1,657,000 | 1,489,000 |

23. Operating lease commitments

At 31 August 2020 the Academy had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

| | 2020 | 2019 |
|--|---------------|----------------|
| | £ | £ |
| Not later than 1 year | 37,826 | 28,034 |
| Later than 1 year and not later than 5 years | 59,832 | 76,834 |
| | 97,658 | 104,868 |

24. Members' liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £10 for the debts and liabilities contracted before he/she ceases to be a member.

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25. Related party transactions

Owing to the nature of the Academy 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. All transactions involving such organisations are conducted in accordance with the requirements of the Academies Financial Handbook, including notifying the ESFA of all transactions made on or after 1 April 2019 and obtaining their approval where required, and with the Academy's financial regulations and normal procurement procedures relating to connected and related party transactions.

Expenditure Related Party Transaction

During the year the son of the Chair was remunerated £1,104 for Maths tuition services.

During the year the spouse of a Trustee was remunerated £12,284 for employment within the Trust. There were no amounts outstanding at 31 August 2020.

During the year, a Trustee was remunerated £540 for medical support within the Trust. A balance of £540 was outstanding at 31 August 2020.

During the year the Headteacher's spouse was remunerated for employment within the Trust. The remuneration of both individuals has been included within key management remuneration (note 10).

All transactions were paid at standard rate and no amounts were outstanding at year end. The transactions have been conducted in accordance with the requirements of the Academies Financial Handbook, financial regulations and procurement procedures.

