

Company Registration Number: 08130302 (UK)

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**SOUTH DOWNS LEARNING TRUST**  
(A company limited by guarantee)

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**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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**SOUTH DOWNS LEARNING TRUST**  
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**REFERENCE AND ADMINISTRATIVE DETAILS**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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In the period covered by this report, Ratton School Academy Trust joined with Ocklynge Junior School to form The South Downs Learning Trust (SDLT) on 1st December 2017.

The reference and administrative details below reflect in-year changes to governance arrangements as a consequence of the formation of the South Downs Learning Trust.

**Trustees, Ratton School Academy Trust (1 September 2017 - 30 November 2017)**

Trustees, Ratton School Academy Trust (resigned 30 November 2017)  
Mrs C Bradbrook (resigned 30 November 2017)  
Dr R Godfrey, Ratton School Academy Trust (resigned 30 November 2017)  
Mr P Lindsey, Ratton School Academy Trust (resigned 1 December 2017)  
Mr H Knox-Macaulay, Ratton School Academy Trust (resigned 1 December 2017)  
Mr J Voice, South Downs Learning Trust (appointed 1 December 2017)  
Dr R Godfrey, South Downs Learning Trust (appointed 1 December 2017)  
Mr P Lindsey, South Downs Learning Trust (appointed 1 December 2017)  
Mr H Knox-Macaulay, South Downs Learning Trust (appointed 1 December 2017)

**Trustees, Ratton School Academy Trust (1 September 2017 - 30 November 2017)**

Mr P Lindsey, Community<sup>1,2,3</sup>  
Mrs C Bradbrook, Community, (Chair, Resource Committee)<sup>2,3,4</sup>  
Mr C Brenchley, Community (resigned 30 November 2017)<sup>4</sup>  
Ms G Bryden, Staff (resigned 30 November 2017)  
Mrs D Clarke, Community, (Chair, Teaching & Learning Committee) (resigned 30 November 2017)<sup>3</sup>  
Mr R Garland, Parent<sup>3</sup>  
Dr R Godfrey, Community (resigned 30 November 2017)<sup>2,4</sup>  
Mr J Henham, Community (resigned 30 November 2017)<sup>3</sup>  
Mr H Knox-Macaulay, Headteacher<sup>2,3,4</sup>  
Mr N Morris, Staff (resigned 30 November 2017)<sup>2</sup>  
Mr J Voice, Local Authority (resigned 30 November 2017)<sup>2</sup>  
Mrs A Wardle, Community, (Chair, Wellbeing Committee)<sup>2,3,4</sup>  
Mr C Warner, Parent<sup>4</sup>  
Mr J Woodward, Community (resigned 30 November 2017)<sup>4</sup>

<sup>1</sup> Chair of Full Governing Body

<sup>2</sup> Resources Committee (1 September 2017 disbanded 30 November 2017)

<sup>3</sup> Teaching and Learning Committee (1 September 2017 disbanded 30 November 2017)

<sup>4</sup> Wellbeing Committee (1 September 2017 disbanded 30 November 2017)

**Trustees, South Downs Learning Trust (1 December 2017 - )**

Mr P Lindsey, Chair of Trustees  
Mrs C Bradbrook, Co-Chair Local Governing Committee  
Mr R Garland, Vice-Chair of Trustees  
Mr H Knox-Macaulay, Executive Headteacher, Ex-officio term of appointment  
Mr B Roddick  
Mrs A Wardle, Co-Chair Local Governing Committee  
Mr C Warner

**Company registered number**

08130302

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE ACADEMY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 AUGUST 2018**

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**Advisers (continued)**

**Company name**

South Downs Learning Trust

**Principal and registered office**

Park Avenue, Eastbourne, East Sussex

**Company secretary**

Mrs T Comfort

**MAT Executive Team**

Mr H Knox-Macaulay, Executive Headteacher (CEO)

Mrs T Comfort, Executive Business Manager

Mrs Comfort took on an expanded role as Executive Business Manager for South Downs Learning Trust (encompassing both Ratton School and Ocklynge Junior School) when SDLT was formed.

**Independent auditor**

Knill James, One Bell Lane, Lewes, East Sussex

**Bankers**

Lloyds TSB, Terminus Road, Eastbourne, East Sussex

**Solicitors**

Browne Jacobson, Mowbray House, Castle Meadow Road, Nottingham, NG2 1BJ

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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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The Trustees present their annual report together with the financial statements and auditor's report of the charitable company for the year 1 September 2017 to 31 August 2018. The Annual report serves the purposes of both a Trustees' report, and a Directors' report under company law.

The South Downs Learning Trust was formed by the merger of Ocklynge Junior School and Ratton School Academy Trust on 1 December 2017.

- Ocklynge Junior School accommodates children from 7 to 11 years of age. It has a pupil capacity of 840 with 794 pupils currently enrolled based on the October 2018 census.
- Ratton School is an 11-16 mixed comprehensive school. It has a pupil capacity of 1215 with 1185 pupils currently enrolled based on the October 2018 census.

Our vision is to be a community of primary and secondary academies that are the first choice for students and families in Sussex, with an outstanding reputation for high aspiration and high achievement, creating caring, confident, creative students who achieve excellence.

A key responsibility for the South Downs Learning Trust is to meet local educational needs and in turn improve the life chances of young people in the Eastbourne area.

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

#### **Constitution**

The Academy Trust is a company limited by guarantee and an exempt charity. The charitable company's memorandum and articles of association are the primary governing documents of the Academy Trust. The trustees are also trustees of South Downs Learning Trust and are also the directors of the charitable company for the purposes of company law.

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

#### **Members' Liability**

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

#### **Trustees' Indemnities**

Trustee Liability and Fidelity Guarantee is covered by an insurance policy (Education Combined) with the RPA.

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**SOUTH DOWNS LEARNING TRUST**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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**Method of Recruitment and Appointment or Election of Trustees**

The number of Trustees shall be not less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.

Subject to Articles 48-49 and 53, the Academy Trust shall have the following Trustees:

- a. Up to 8 Trustees, appointed under Article 50;
- b. The Chief Executive Officer, if appointed under Article 57;
- c. not used; and
- d. A minimum of two Parent Trustees elected or appointed under Articles 53-56 in the event that no Local Governing Bodies are established under Article 100a or if no provision is made for at least two Local Parent Governors on each established Local Governing Body pursuant to Article 101A.

The Academy Trust may also have any Co-Opted Trustee appointed under Article 58.

Trustees are appointed for a 4-year period, except that this time limit does not apply to the Executive Headteacher. Subject to remaining eligible, any Trustee can be re-appointed or re-elected.

In the period covered by this report the Full Governing Body structure previously in place for the two schools was dissolved on the formation of South Downs Learning Trust. A new Trust Board has been created and each school has its own Local Governing Committee.

As such, a number of changes in Trustees have taken place which are as detailed in Reference and Administrative Details on page 1.

The fundamental principles around governance are articulated in the Governance Charter and Scheme of Delegation. South Downs Learning Trust is committed to reviewing and developing the Governance structures to take into account the dynamic environment of education and best practice as the Trust evolves.

The Trust Board retains overall responsibility and ultimate decision-making authority for all the work of the Academy Trust in line with the direct responsibility to the Department for Education and the Secretary of State for Education. The structure is designed to enable Trustees to hold leaders rigorously to account for the performance of the Trust's schools.

To ensure the Trust Board has the capacity, skills and succession plans to have a positive impact on outcomes for pupils, the Board will carry out regular skills audits of the Trustees. Where key skills are missing on the Board, expertise will be sourced to support effective challenge and scrutiny in specialist areas.

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**SOUTH DOWNS LEARNING TRUST**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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**Pay policy for key management personnel**

The Trustees of South Downs Learning Trust delegates, to the Executive Headteacher and leadership teams, the responsibility for all the day-to-day operations of the Trust.

The members of the Executive Team are included in the Reference and Administrative Details on page 2.

The pay of the Executive Team and leadership of each academy school is reviewed annually by the Pay Committee in line with the Trust's pay and remuneration policy and by reference to published pay scales for both teaching and support staff and benchmarking.

As an Academy Trust, South Downs Learning Trust can set its own pay and conditions. The Trust chooses to follow the School's Teacher's Pay and Conditions Document (STPCD). The Board of Trustees for South Downs Learning Trust has established a pay range for the Headteacher, Deputy Headteacher and Senior Assistant Headteachers in accordance with the STPCD. On determining the appropriate pay range the Board of Trustees did consider the permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations. As directed by the STPCD the pay range for the Executive Headteacher has not exceeded the maximum of the Executive Headteacher group. In addition, and as directed by the STPCD, the maximum of the Deputy or Senior Assistant Headteachers pay range has not exceeded the maximum of the Headteacher group.

The Trust has robust arrangements in place for performance management of all staff.

**TRADE UNION FACILITY TIME**

**Relevant union officials**

Number of employees who were relevant union officials during the year	4
Full-time equivalent employee number	3

**Percentage of time spent on facility time**

Percentage of time	Number of employees
0%	-
1%-50%	4
51%-99%	-
100%	-

**Percentage of pay bill spent on facility time** £

Total cost of facility time	2,706
Total pay bill	5,124,589
Percentage of total pay bill spent on facility time	0.05 %

**Paid trade union activities**

Time spent on paid trade union activities as a percentage of total paid facility time hours	33.00 %
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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**Policies and procedures Adopted for the Induction and Training of Trustees**

The training and induction provided for new Trustees will depend upon their existing experience but will always include a tour of the Trust's schools and a chance to meet staff and pupils. All Trustees are provided with copies of policies, procedures, minutes, accounts, budgets, plans and other documents they will need to undertake their role as Trustees. A fellow trustee is appointed to act as a mentor to every new trustee.

All new Trustees also have the opportunity to undertake National Governance Association Training and all Trustees receive regular National Governance Association updates, in addition to training offered by external providers.

A bespoke governance development program is being developed to ensure Trustees are regularly updated on relevant developments impacting on their role and responsibilities. This includes annual training on trustees' responsibilities regarding company and charity duties, safeguarding and other bespoke sessions as required, e.g. analysing school performance data, identified from trustee skills audits.

Training is also key for the Local Governing Committees through the identification of training needs which are relevant to the specific roles of individual governors.

**Organisational Structure**

The Trustees are collectively responsible for the overall direction of South Downs Learning Trust and its strategic management. This involves determining the guiding principles within which the academies operate, setting general policy, adopting an annual development plan and budget, approving the annual statutory accounts, monitoring academy activities and making major decisions about capital expenditure and senior staff appointments. The Trustees are also responsible for ensuring that the Trust meets all its statutory obligations and through the Executive Headteacher and Executive Business Manager that it complies with financial regulations. The Executive Headteacher is the Accounting Officer for the Trust.

South Downs Learning Trust comprises two schools:

- Ratton School – a 11-16 mixed secondary phase school.
- Ocklynge Junior School – a 7-11 mixed primary phase school.

The Trust Board is responsible for the overall framework, for the governance of the Trust and determines membership, terms of reference and procedures for committees of the Board and other working groups. It receives reports including policies from its committees for ratification. It monitors the activities of the Local Governing Committees through direct reporting from the elected co-chairs. This supports high accountability as the Trust establishes itself.

The Trustees have devolved the day-to-day operational management of the Trust to the MAT Executive Team which is led by the Executive Headteacher.

The Executive Headteacher is the Trust's Accounting Officer and has overall responsibility for the day-to-day financial management of the Trust.

The Core Leadership Team (CLT) of Ratton School comprises the Executive Headteacher; one Head of School, seven Senior Assistant Headteachers and the Executive Business Manager. The CLT is responsible for strategy, the day to day smooth running of the school and standards; including progress, attitudes to learning and teaching and learning. The CLT meet weekly to discuss matters relating to the operation and leadership of the Academy.



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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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The Senior Leadership Team (SLT) of Ocklynge Junior School comprises the Executive Headteacher, Headteacher, one Deputy Headteacher and five Assistant Headteachers. The SLT is responsible for strategy, the day to day smooth running of the school and standards; including progress, attitudes to learning and teaching and learning. The SLT meet weekly to discuss matters relating to the operation and leadership of the Academy.

In the period 1 September – 30 November 2017, Ratton School Academy Trust and Ocklynge Junior School operated each with its own Full Governing Body. These bodies were dissolved when The South Downs Learning Trust was established on 1 December 2017.

### **Risk management**

Risks are managed in accordance with the Risk Management Policy and in accordance with the Funding Agreement and the Academies Financial Handbook.

The Trustees have assessed the major risks to which the Trust is exposed. They have introduced systems, including operational procedures and internal financial controls in order to minimise risk. A Risk Register has been compiled to address strategic, compliance, operational and financial risks. Priority is based upon an assessment of likelihood and impact. The risk register is a standing item on the Trust Board agenda to support dynamic risk management. Where significant financial risk still remains, the Trustees have ensured the Trust has adequate insurance cover in place.

In light of the change in status of the organisation the systems and procedures are subject to ongoing review.

The Trustees receive and act on any recommendations made with the annual external audit management report.

### **Connected Organisations including Related Party Relationships**

South Downs Learning Trust continues to have strong links with our local feeder schools, secondary schools and supports initiatives across the community with Outreach projects in Performing Arts, Music, PE, ICT and Languages. We are part of the Alliance Group of Schools enabling joint projects to take place including literacy, information advice & guidance, mathematics, an outstanding teacher programme and many more. We actively support our primary schools for outreach. We are fortunate to still have an active Parents and Friends Association within our MAT. Peer reviews are undertaken to share good practice between South Downs Learning Trust and Seaford Head School. There was business collaboration with local schools during regular Business Manager forums and conferences.

### **Objectives and Activities**

#### **Objectives and Aims**

The principal objects of the Academy Trust as set out in its Articles of Association, are:

- 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; and

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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- To promote for the benefit of individuals living in Eastbourne and the surrounding area who have need by reason of their age, infirmity or disability, financial hardship or social and economic circumstances or for the public at large, the provision of facilities for recreation or other leisure time activities in the interests of social welfare and with the object of improving the condition of life of the said individuals.

The vision of the multi academy trust is to enable outstanding provision for all learners across both schools.

### **Activities**

#### **Ratton School**

Our last Ofsted took place in June 2017 when Ofsted rated Ratton School as a Good school:

***“This school continues to be good”,***

*The leadership team has maintained the good quality of education in the school since the last inspection. You have provided determined and effective leadership aimed at ensuring high quality and challenging education for every pupil, regardless of their ability or circumstance. Staff support your vision and work very hard to continue to improve the school. The caring and stimulating culture you have created enables pupils to do their best. As a result, pupils make good progress and achieve well at your inclusive school.*

Our 2018 GCSE results were as follows:

Grade 4+ in English and Maths: 63%  
Grade 5+ in English and Maths: 41%  
Progress 8 = +0.07 – above national averages  
Attainment 8 = 46.7 – above national averages

“Virtues based” education is at the heart of the school community and the vision is to develop caring, confident and creative students who achieve excellence.

The six shared virtues are:

- Compassion; Showing kindness and caring for other people and the environment.
- Respect: Acting with respect to others both in and out of school. Valuing diversity and avoiding discriminatory language.
- Creativity: Being curious about the world, solving problems and asking thoughtful questions.
- Teamwork: Achieving together by working as part of a team. Understanding that we all have to do our fair share and get along with different people.
- Effort: Putting effort into all aspects of school life. Demonstrating resilience when faced with a challenge.
- Responsibility: Taking responsibility by being in the right place, at the right time, doing the right thing.

#### **Ocklynge Junior School**

In 2018 the KS2 SATS results for pupils reaching the expected standard were:

Combined Reading, Writing, Maths = 59% - below national averages but a significant increase  
Reading = 77%  
Writing = 76%  
Maths = 68%  
Grammar, Punctuation and Spelling = 80%

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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The aims for Ocklynge Junior School are:

- To help the children towards the realisation of their full potential.
- To help the children to develop enquiring minds and the ability to listen, concentrate and apply themselves to tasks.
- To develop children's self-reliance, confidence, and the ability to work both independently and co-operatively.
- To appreciate and value each child's contribution and celebrate their achievements.
- To instil respect and understanding for religious and moral values and tolerance of races, religions and ways of life.
- To help the children learn courtesy, good manners, and consideration for others.

Underpinning these are a set of core values:

We are Responsible – We work hard, are helpful, reliable, look after property and co-operate with others.

We are Respectful – We are polite, well-mannered, considerate, gentle and understanding of others.

We are Reflective – We are patient, honest, kind, good listeners, forgiving and admit when we have made a mistake.

We are Resilient – We do not give up, we try to sort out our problems calmly and give things a go.

### **Public Benefit**

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. In particular the trustees consider how planned activities will contribute to the aims and objectives they have set to ensure an educational service for the young people and that there is no financial return to Trustees in providing this service.

### **Strategic report**

Since the Trust formed, a significant amount of school and MAT resource has been linked to supporting key areas for development, particularly at Ocklynge Junior School. The school improvement model involved planned intervention driven by the Trust to secure improved outcomes. The Trust recognises that this approach is short term and is in place for a specific purpose and going forward the focus is creating increased leadership capacity. This is underpinned by a focus on high quality training, development and appraisal, both phase related and Trust wide.

There are 3 challenges for the Trust over the next few years:

1. Continue to improve the quality of teaching and learning and outcomes across both schools and for key groups of children.
2. To embed the Trust strategy and ensure that high quality leadership and governance continues to develop apace as the Trust goes into its second year.
3. To ensure that the MAT financial sustainability continues in the medium-long term.

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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**Achievements and Performance - please see data above**

**Going Concern**

After making appropriate enquiries, the Governing Body has a reasonable expectation that the Academy 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 adoption of the going concern basis can be found in the accounting policies note of the financial statements.

**Key Financial Performance Indicators**

The Academy Trust uses a number of benchmarks or performance indicators to evaluate its financial performance and drive budgetary control and monitoring.

The Academy Trust prepares management accounts, cash flow statements and an annual budget against which the actual income and expenditure is closely monitored to ensure that the Trust is delivering and achieving its targets to a high standard.

The Trustees monitor the management accounts presented to them on a termly basis and, in addition, a summarised management account is sent out each month to governors and school leadership teams. The annual budget is approved along with any changes during the financial year and budget variations are approved by the Board of Trustees.

School Leadership teams monitor the educational performance of students through regular data capture points and careful analysis of this data by leaders at all levels. This enables leaders to identify underachievement and informs intervention. Additional funding is used to support those groups vulnerable to underachievement, including students who are disadvantaged. Pupil Premium (PP) funding supports additional intervention in Maths and English (PP Progress Assistants), as well as supporting alternative provision for key students. The quality of teaching is regularly monitored and reviewed by means of daily learning walks, lesson observations, student voice and termly subject reviews. The Raising Achievement Development plans identify and monitor progress in the areas for development. The views of parents and students are sought regularly and are important in informing our strategic planning.

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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**Financial review**

The Trustees are satisfied with the financial performance of the schools throughout the year and with the tight monitoring systems in place and the resulting financial position at the year end. The main source of funding for the year was the General Annual Grant and the schools' previous year's reserves.

Numerous policies in line with Educational and Skills Funding Agency (ESFA) requirements have been approved during the last period, including our fixed assets and disposals policy, which Trustees have agreed a capitalisation limit of £3,000 with straight line depreciation of 3 years for ICT items, 5 years for all other equipment and 125 years for buildings. A review of the Trust's reserve policy and investment policy has taken place.

**Financial and Risk management Objectives and Policies**

The school operates the day to day management using straight forward financial practices held within a finance system, known as FMS. The bank account, creditors/debtors and monthly payroll procedures carry minimal risk or uncertainty. Cash flow is monitored very carefully to ensure there are no uncertainties. The biggest risk for the Academy is the Local Government Pension Scheme (LGPS) liability which is included in the annual accounts and this risk continues year on year.

**Principal Risks and Uncertainties**

As the main activity of the Academy Trust is to educate young people, funding streams are known, therefore uncertainties are minimal, although the opening of a Free School has had an impact on current pupil numbers in the community and may have an impact in years to come. As mentioned above, the high risk is the LGPS pension liability, which as of 31 August 2018 was £636,000 for the Trust.

**Reserves Policy**

For this period as a Trust, the MAT has formally approved a specific reserves policy. The reserves position is monitored through the management accounts, is considered sufficient at this time and is focused on the needs of our current students and our future strategic plan.

South Downs Learning Trust has established a reserves policy to protect its activities by providing a financial comfort zone against an unpredictable environment and to make sufficient provision for future cash flow requirements and capital procurement.

In looking at the future plans, the Trust needs to consider reserves money to cover them as it might be identified that they cannot be met from the income of a single year's budget alone.

Future plans need to be considered when setting the Trust's budget, in particular any uncertainty over future income or the risk of unexpected calls on the Schools' funds, balanced with the current needs of the schools.

Once a reserve policy is set, it should not be regarded as a static policy. These circumstances will change with time therefore the policy should be reviewed at least bi-annually as part of the schools' planning processes or sooner (annually) if there is a concern on the future of reserves for the schools and not meeting the policy requirements. The policy provides the framework for future strategic planning and decision making and an effective policy will restrict the impact of any risk.

Reserves will be generated through improved operational efficiencies and effective manpower planning and resourcing in addition to a proactive programme to identify relevant sources of grant funding.

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**TRUSTEES' REPORT (continued)**  
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Setting of Reserves

The Schools' level of reserves has been reviewed in line with economic changes due to budget implications from the ESFA and the free school's impact on pupil numbers for future years and can be expressed as a target figure in the range of 5 – 12% of annual grant and should be informed by:

- Forecasts for levels of income for the current and future years, taking into account the reliability of each source of income.
- Forecasts for expenditure for the current and future years on the basis of planned activity.
- Analysis of future needs, opportunities, commitments or risks, where future income alone is unlikely to meet anticipated costs.
- Assessment, on the best evidence reasonably available, of the likelihood of each of those needs that justify having reserves arising and the potential consequence for the schools of not being able to meet them.

Limit of Reserves

The Trust should not set a level of reserves above the limits permitted by the ESFA that may result in a claw back of funds by the Department for Education. The limit is currently 12% of the General Annual Grant (currently £898,571 based on our grant figure).

If a zero level reserves policy is adopted the trust should consider the financial risks in such a policy and must explain their policy in the Trustee's annual report.

Monitoring of Reserves

The level of reserves is monitored throughout the year as part of the normal monitoring and budgetary reporting processes to:

- Identify when reserves are drawn on, the reasons and any corrective action, if any, that needs to be taken.
- Identify when reserve levels rise or fall significantly above or below target, the reasons and any corrective action, if any, that needs to be taken.
- Ensure that the reserves policy continues to be relevant as the school develops or brings on board new activities.
- Review the statement on reserves in the trustees' annual report where there have been significant changes in the reserves policy or levels held.
- The Trust is not allowed to be in a deficit budget situation.

Reserves levels

Funding received in any one year should support the Ratton & Ocklynge Academy Development Plan (RADP) and its implementation.

The Trust considers, and should aim for but no higher, £500,500 in any one financial year to be prudent (approximately 9% at its limit). This will be treated as follows:

- End of year reserves to utilise in future years to support the Development Plans/pupil number issues and budget implications due to ESFA grants being reduced, pay awards and changes in pensions/national insurance contributions. In year buildings contingency to meet and support emergency situations with the right to transfer unused funds during the summer term to meet building or other resource needs.
- Virement transfers approved from Reserves will be governed by the trust's Scheme of Delegation limits in place approved either by governors at the Local Governing Committees (LGCs) or by Trustees if necessary (depending on the amount involved).

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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- Reserves held in excess of the target percentage will be reviewed on a regular basis and an appropriate range of options will be considered which might include releasing the funds into the revenue budget in furtherance of the Trust's objectives.

The policy and procedures for reserves will be monitored and actively reviewed and changes applied to reflect the nature of the trust's operations, beneficiaries and operating environment on an ongoing basis by the Executive Business Manager and the Trustees.

At the time of presenting the period end accounts, reserves that are not ring fenced or restricted amount to £1,198,132.

### **Investment Policy**

#### Principles

The board of trustees may invest to further their charitable aims, but must ensure that investment risk is properly managed.

When considering making an investment the board of trustees must:

- Act within their powers to invest as set out in the articles of association
- Ensure this policy manages, controls and tracks their financial exposure, and ensures value for money
- Exercise care and skill in investment decisions, taking advice as appropriate from a professional adviser if needed
- Ensure that exposure to investment products is tightly controlled so that security of funds takes precedence over revenue maximisation
- Ensure that all investment decisions are in the best interest of the trust and commence broad public support
- Review the trust's investments and investment policy regularly
- Obtain the ESFA's prior approval for investment transactions which are novel and/or contentious
- Ensure the protection of present and future beneficiaries will be a key responsibility of the Trust.

On behalf of the Board of Trustees, the LGCs aim to manage the cash balances of South Downs Learning Trust for the day to day working capital requirements of its operations, whilst protecting the real long term value of any surplus cash balances against inflation. In addition, the LGCs aim to invest surplus cash funds to optimise returns, ensuring the investment instruments are such that there is an absolute minimum risk to the loss of these cash funds. The Trust will seek to adopt a prudent appetite towards risk.

#### Purposes

- To ensure adequate cash balances are maintained in the current account to cover day to day working requirements
- To minimise the risk of loss in the capital value of any cash funds invested
- To protect, as far as possible, the capital value of any invested funds against inflation
- To optimise returns on invested funds on a long term real rate of return and provide a source of capital to meet beneficiary and operational needs
- To avoid speculative forms of investment
- To invest in common investment and/or unitised funds
- To provide an income to help maintain its operational effectiveness in the short term.

#### Guidelines

Regular cash flows are to be prepared and monitored to ensure there are adequate liquid funds to meet all payroll-related commitments and outstanding supplier creditors that are due for payment. The bank account is not allowed to become overdrawn.

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**SOUTH DOWNS LEARNING TRUST**  
**(A company limited by guarantee)**

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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Where the cash flow identifies a base level of cash funds that will be surplus to requirements these may be invested only in interest bearing deposit accounts or bonds with well known "high street" or national institutions in order to minimise its risk.

Where robust financial monitoring indicates the availability for cash funds for investment, identified proportions of the surplus may be invested for periods of between 6 weeks and 3 years provided that funds can be withdrawn before the investment term albeit with an interest penalty.

The trust should seek to use a combination of positive and negative criteria to influence the decision making process.

Positive criteria:

- Responsible employment practices
- Corporate governance practice
- Conscientiousness with regard to human rights
- Sustainable environmental practice
- Sensitivity towards the communities in which the business operates.

Guidance issued from the Charities commission has recommended against any direct investment in the following types of organisation:

- Involvement in indiscriminate weaponry
- Principal business activity or focus in adult material, alcoholic drink, gambling or weekly collected home credit.

Periodically (at least every 3 months) the Executive Business Manager will review the interest rates being achieved and will compare with other investment opportunities that comply with the parameters of this policy. She will also compare the investment performance against that of competitors and average performance indicators.

The Trust's annual report and financial statements will describe the investment policy used to select the investments as well as reporting on the performance of investments.

This statutory policy will be reviewed annually.

### **Fundraising**

The Academy Trust carries out a limited amount of fundraising, mindful of the communities within which it operates. In the circumstances when fundraising is undertaken, systems and controls are in place to separate and protect funds. The Trust is mindful of its responsibilities under the Charities (Protection and Social Investment) Act 2016 and legal rules, and ensures all activities are agreed and monitored at Senior Leadership Team level at both academies in compliance with relevant legal rules. Recognised standards are applied to ensure that fundraising is open, honest and respectful, protecting the public/parents from undue pressure to donate. Complaints are handled and monitored through the Trust's complaints procedure. External agencies are not employed by the Trust to fund raise. The fundraising is achieved by holding fayres, cake sales, sponsored walks and the monies used to donate to our chosen charities for the year or towards a school project.



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**SOUTH DOWNS LEARNING TRUST**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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**Plans for future periods**

**Future Strategic Goals, Initiatives and Projects**

The 2018 to 2021 strategy for South Downs Learning Trust is led by our vision:

*A community of primary and secondary academies that are the first choice for students and families in Sussex, with an outstanding reputation for high aspiration and high achievement.*

We have four strategic aims, each with a set of key performance indicators.

Aim 1 – Work collaboratively with our local governing bodies and academy leadership teams to ensure effective systems of good governance and strategic oversight.

Aim 1 key performance indicators:

Scheme of delegation maintained at 'green' risk status with clear evidence of appropriate levels of autonomy and accountability.

Monitor effective development and impact of the Trust and LGC boards, ensuring the right people are in the right positions.

Monitor strategic objectives for all development plans, for 'on target'.

Aim 2 – Develop a world class rich and wide curriculum, that provides our children and students with an accomplished education.

Aim 2 key performance indicators:

Our academies to be within the top 20% of all schools nationally for achievement.

Monitor and maintain a 'green' risk status across all our schools for wider outcomes linked to learning and wellbeing.

Aim 3 – Attract and retain talented staff and strong leadership teams, who can help lead and develop our vision.

Aim 3 key performance indicators:

High quality staff training and development drives provision and secures outstanding provision for all our academies.

100% of learning is good or better as identified through achievement outcomes, reviews and appraisal.

Aim 4 – Increase sources of income for our academies, in order to fund a well planned capital improvement and growth programme.

Aim 4 key performance indicators:

All budgets should have an in-year surplus with accurate 3-5 year finance projections.

Expenditure on capital improvement programme across all our schools should reflect our aspirations to provide a first class infrastructure.

**Funds held as Custodian Governor (Trustee) on behalf of others**

**Ratton School Fund**

A current and deposit account for minor income/expenditure accounts and for the collection of educational visit payments, uniform, charity fundraising, non-uniform days and student council activities.

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**SOUTH DOWNS LEARNING TRUST**  
**(A company limited by guarantee)**

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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**DISCLOSURE OF INFORMATION TO AUDITOR**

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 the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

**AUDITOR**

The auditor, Knill James, has indicated its willingness to continue in office. The Designated Trustees will propose a motion re-appointing the auditor at a meeting of the Trustees.

The Trustees' report, incorporating a strategic report, was approved by order of the board of trustees, as the company directors, on 27/11/18 and signed on its behalf by:

  
**Mr P Lindsey**  
**Chair of Governors (Trustees)**

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**SOUTH DOWNS LEARNING TRUST**  
**(A company limited by guarantee)**

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**GOVERNANCE STATEMENT**

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**SCOPE OF RESPONSIBILITY**

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

The board of trustees has delegated the day-to-day responsibility to the Executive 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 South Downs Learning Trust 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.

As stated earlier in this report, due to the change in status of the organisation during the year covered by this report, attendance at governing board meetings is split out into: 1. the period 1 September 2017 to 30 November 2017; and, 2: 1 December 2017 to 31 August 2018.

**1. Ratton School Academy Trust Full Governing Body**

The Governing Body has formally met on 2 occasions in the period 1 September 2017 to 30 November 2017. Attendance at meetings of the Governing Body was as follows:

Trustee	Meetings attended	Out of a possible
Mr P Lindsey, Community	2	2
Mrs C Bradbrook, Community, (Chair, Resource Committee)	2	2
Mr C Brenchley, Community	2	2
Mrs D Clarke, Community, (Chair, Teaching & Learning Committee)	2	2
Mr R Garland, Parent	1	2
Mr J Henham, Community	1	2
Mr H Knox-Macaulay, Headteacher	2	2
Mr N Morris, Staff	1	1
Mr J Voice, Local Authority	2	2
Mrs A Wardle, Community, (Chair, Wellbeing Committee)	2	2
Mr C Warner, Parent	2	2
Mr J Woodward, Community	2	2

Ratton Full Governing Body operated with the following sub-committees:

- Resources Committee
- Teaching, Learning & Assessment
- Wellbeing Committee

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**SOUTH DOWNS LEARNING TRUST**  
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**GOVERNANCE STATEMENT (continued)**

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Resources Committee

The purpose of the Resources Committee was to:

- To fulfil higher level functions relating to the Academy's budget to ensure value for money and to monitor and review expenditure;
- To fulfil higher level functions relating the Academy's staffing and pay issues;
- To fulfil higher level functions relating to the Academy's premises, health and safety;
- To fulfil higher level functions relating to the policies of the Academy;
- To investigate and monitor any activity relating to the internal and external audits.

The Resources Committee formally met on two occasions in the period 1 September 2017 to 30 November 2017. Attendance at meetings of the Resources Committee was as follows:

Trustee

	Meetings attended	Out of a possible
Mrs C Bradbrook, Community	2	2
Mr C Brenchley, Community	2	2
Dr R Godfrey, Community	2	2
Mr H Knox Macaulay, Headteacher	2	2
Mr P Lindsey, Community, Chair	1	2
Mr N Morris, Staff	1	2
Mr J Voice, Local Authority	2	2
Mrs A Wardle, Community	2	2

Teaching and Learning Committee

The purpose of the Teaching and Learning Committee is to improve the quality of provision by:

- Developing strategies, policies and procedures to improve the quality of provision
- Monitoring the quality of provision
- Holding the school to account for the quality of provision.

The Teaching and Learning Committee formally met once in the period 1 September 2017 to 30 November 2017. Attendance was as follows:

Trustee

	Meetings attended	Out of a possible
Mrs C Bradbrook, Invitee	0	1
Mrs D Clarke, Community	1	1
Mr R Garland, Parent	1	1
Mr J Henham, Community	1	1
Mr H Knox Macaulay, Headteacher	1	1
Mr P Lindsey, Community, Chair	1	1
Mrs A Wardle, Community	1	1

Wellbeing Committee

The purpose of the committee was:

- To ensure personal development, behaviour and welfare of staff and pupils.
- To ensure the school is fulfilling its responsibility regarding Child Protection and current requirements on safeguarding.
- To ensure policies and procedures are in place to improve student behaviour to ensure all students feel safe in the school community.

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**SOUTH DOWNS LEARNING TRUST**  
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**GOVERNANCE STATEMENT (continued)**

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- To ensure the school provides an inclusive supportive environment for all learners, through care, guidance and support to ensure they adopt healthy lifestyles.
- To ensure the school has good mechanisms in place to promote and support excellent attendance and punctuality.
- To ensure the school promotes equal opportunity and tackles discrimination by actively preventing extremism and promoting British Values.
- To set priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the committee's area of operation.
- To accept full delegated responsibility for the discharge of the following duties:
  - To monitor progress towards achieving annual attendance targets.
  - To ensure the views of stakeholders (parents, students & staff) are taken into account in order to inform planning.

The Wellbeing Committee formally met once in the period 1 September 2017 to 30 November 2017. Attendance at meetings in the year was as follows:

Trustee	Meetings attended	Out of a possible
Mrs C Bradbrook	1	1
Mr C Brenchley	1	1
Dr R Godfrey	1	1
Mr H Knox-Macaulay, Headteacher	1	1
Mr C Warner	1	1
Mr J Woodward	1	1
Mrs A Wardle	1	1

As indicated above, the Full Governing Body of Ratton School Academy Trust was dissolved on 30 November 2017.

Ocklynge Junior School Full Governing Body

Ocklynge Full Governing Body formally met on 3 occasions during the period 1 September 2017 to 30 November 2017. Collaborative working in this period was established through attendance of Ratton Governors at Ocklynge Governing Body meetings.

Governor

	Meetings attended	Out of a possible
Mrs N Ashford	1	3
Mrs Carole Bradbrook	2	3
Mr C Clark	3	3
Mr M Cherrill	2	3
Mr A Gietzen	2	3
Mr R Harley	2	3
Mr H Knox-Macaulay, Headteacher, Ratton	2	3
Ms J McLachlan	2	2
Mrs J Rae	1	3
Mr J Reynard, Headteacher, Ocklynge	2	3
Mr B Roddick	3	3

As indicated above, the Full Governing Body of Ocklynge Junior School was dissolved on 30 November 2017.

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**SOUTH DOWNS LEARNING TRUST**  
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**GOVERNANCE STATEMENT (continued)**

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**2. The South Downs Learning Trust Board of Trustees**

The Board of Trustees is the accountable body for the performance of all the schools within South Downs Learning Trust and as such has a responsibility to:

- Ensure clarity of vision, ethos and strategic direction.
- Hold the executive to account for the educational performance of the schools and their pupils, and the performance management of staff.
- Oversee the financial performance of South Downs Learning Trust and make sure its money is well spent.

South Downs Learning Trust Board will achieve this through:

- Setting the vision, ethos and strategy for South Downs Learning Trust and work with the academy schools to reflect this at a local level.
- Establish the governance structures for South Downs Learning Trust at all levels, in keeping with the Articles of Association.
- Provide clarity, through the Terms of Reference and Scheme of Delegation, of where the governance functions are exercised.
- Setting the level of accountability and authority of each level of governance through the Scheme of Delegation
- Engaging with Academy schools' communities, parents, pupils and staff.
- Contributing to developing collaborative relationships and partnerships beyond South Downs Learning Trust.
- Ensuring that there is a strong and effective executive leadership structure and personnel in place across South Downs Learning Trust.
- Overview and scrutiny of Academy schools' education performance data.
- Overview and scrutiny of South Downs Learning Trust's financial capability and management systems to ensure compliance with the Academies Financial Handbook and delivery of best value for money.
- Ensuring senior leaders within Academy schools are challenged to improve the education of their pupils.
- Developing South Downs Learning Trust's Board to ensure that it has the capacity, skills and succession plans to have a positive impact on outcomes for pupils.

The transition to the new governance structure was a managed process facilitated through the nomination of governors to populate the new Board of Trustees, thereby helping to ensure the Trustee cohort are individuals experienced in governance who know the schools well. As indicated earlier in this report, the Trustees benefit from training and development to ensure they are confident to discharge their responsibilities effectively.

The Board of Trustees has formally met 5 times in the period 1 December 2017 to 31 August 2018. Attendance at meetings of the Board of Trustees in this period was as follows:

Trustee

Meetings attended Out of a possible

Mr P Lindsey, Chair	5	5
Mrs C Bradbrook	3	5
Mr R Garland	4	5
Mr H Knox-Macaulay, Executive Headteacher	5	5
Mr B Roddick	4	5
Mrs A Wardle	5	5
Mr C Warner	5	5

Members attending

Mrs R Godfrey	5	5
Mr J Voice	4	5

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**SOUTH DOWNS LEARNING TRUST**  
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**GOVERNANCE STATEMENT (continued)**

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The Board of Trustees is assisted to progress its programme of work between meetings through the Strategy Group – consisting of the Executive Headteacher, Chair of Trustees, Local Governing Committee Co-Chairs and other Trustees/Executive team members by invitation. The Strategy Group meets every fortnight for the purposes of providing support and challenge to the Executive Team around the strategic programme agreed by the Trust Board.

The Trust ensures a meaningful role for the Members through their attendance at Trust Board and Local Governing Committee meetings. Formal meetings of the Members are convened in accordance with requirements as set out in the Articles of Association.

Local Governing Committees

As indicated above, prior to the formation of the South Downs Learning Trust on 1 December 2017, Ratton School and Ocklynge Junior School were each governed by a Full Governing Body (FGB). The FGB structure was dissolved on 30 November 2017 and replaced by Local Governing Committees.

Each academy within South Downs Learning Trust has a Local Governing Committee. The Local Governing Committees (LGCs) are considered, in legal terms, to be committees of South Downs Learning Trust Board. The Co-Chairs are also Trustees and report directly to the Trust Board on the work of the LGCs.

Through the principle of 'Earned Autonomy' South Downs Learning Trust considers the role of the Local Governing Committees to be an important one. Wherever possible South Downs Learning Trust has sought to ensure that the responsibility of decision making is closest to the point of impact.

The full responsibilities of the LGCs are detailed in the Scheme of Delegation and the Terms of Reference but in broad terms include:

- To contribute to, and fulfil the vision and ethos of the academy school and South Downs Learning Trust as it relates to the academy school. LGCs have particular regard to the aims and ambitions for their pupils.
- To implement and review the strategic plan for the academy school in conjunction with the Academy Head and Executive Headteacher. The LGC is focused on the academy school performance and achieving sustained school improvement and having regard to any locally agreed priorities identified by South Downs Learning Trust Board.
- To act as a critical friend to the academy school leadership team; being ready to challenge and hold the school leaders to account for the performance of the academy school.
- To oversee the management of the finances of the academy school, assessing the annual budget prepared by the Academy Head/Executive Business Manager and submitting this for approval/ratification at South Downs Learning Trust Board. The LGC ensures that the academy school works within its allocated and agreed budget and adopts and implements the appropriate financial management policies and procedures as determined by South Downs Learning Trust and the Academies Financial Handbook.
- To engage with local communities and stakeholders.

The Local Governing Committees continue to operate in a robust and challenging yet very supportive way. Governors are allocated responsibility for monitoring an area of the RADP (Raising Achievement Development Plan) and carry out regular visits in school to monitor the progress the school is making against these and report to the full LGC.

Mindful of the importance of succession planning on the LGCs, the Trust has implemented a development programme for the LGC Vice-Chairs which will enable them to take on the role of Co-Chairs at a future point. The Vice-Chairs attend LGC meetings of both schools to ensure they have a thorough understanding of the work of both academies.

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**SOUTH DOWNS LEARNING TRUST**  
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**GOVERNANCE STATEMENT (continued)**

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Ocklynge Junior School Local Governing Committee

Ocklynge Local Governing Committee has formally met 5 times in the period 1 December 2017 to 31 August 2018.

Attendance at Local Governing Committee in this period as follows:

Trustee	Meetings attended	Out of a possible
Mrs A Wardle, Community, Co-chair	5	5
Mrs C Bradbrook, Community, Co-chair	5	5
Mr G Baker, Parent	5	5
Mrs J Cruse, Community	3	3
Mr H Knox-Macaulay, Executive Headteacher	5	5
Mr J Reynard, Headteacher	4	5
Mr B Roddick, Community	4	5
Mrs J Wilson, Staff	4	5
Mr J Woodward, Community	5	5
Member attending - Mrs R Godfrey	4	5

Ratton Local Governing Committee

Ratton Local Governing Committee has formally met 5 times in the period 1 December 2017 to 31 August 2018. Attendance at meetings of the Local Governing Committee in this period was as follows:

Governor

	Meetings attended	Out of a possible
Mrs C Bradbrook, Community Co-Chair	5	5
Mrs A Wardle, Community Co-Chair	5	5
Mr C Brenchley, Community	5	5
Mrs D Clarke, Community	5	5
Mr H Knox-Macaulay, Executive Headteacher	5	5
Mr N Morris, Staff	5	5
Mr D Sear, Parent	3	5
Mrs Smith, Parent	5	5
Mr J Woodward, Community	4	5

Member attending

Mr J Voice	4	5
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**REVIEW OF VALUE FOR MONEY**

As Accounting Officer, the Executive 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:

- Improved Educational outcomes
- Robust financial systems, Governance & oversight and reviewing controls and managing risk



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**SOUTH DOWNS LEARNING TRUST**  
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**GOVERNANCE STATEMENT (continued)**

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- Better purchasing to ensure value and quality for money
- Improving income generation
- Further successful CIF project bid for roofs & boilers

At Ratton, high quality teaching and care ensure that our students are happy and able to achieve excellence in all aspects of their learning. Our resources have proven value for money during the last academic year which has helped us achieve our best results ever. During 2017/2018 the Executive Business Manager has experienced Peer review visits by a neighbouring Academy. At Ocklynge, the journey from becoming a sponsored academy with financial powers removed before conversion and joining SDLT has been a positive start with the academy ending the financial year with a small reserves surplus and a balanced budget moving forward. The school has engaged in seeking value for money and working alongside the Executive Business Manager to achieve improvements.

It is likely that the national financial climate and pupil numbers in coming years will present challenges and Ratton School and Ocklynge Junior School will endeavour to make savings through careful budget planning, 5 year planning of expenditure and school curriculum needs, tight monitoring procedures and effective purchasing along with a clear indication of the staffing structure needed for the curriculum needs of our students to meet the ever changing curriculum syllabus. In the year ended 31 August 2018, numerous models of the 5-year plan have been produced and shared with Trustees and Core Leadership. The Executive Headteacher and Executive Business Manager have held regular meetings purely on budget focus to ensure VFM is achieved and financial sustainability for the future.

We need to ensure continued sustainability for our pupils and ensure that the Trust's development plan can be met and that value for money areas continue to be achieved. A clear marketing strategy to support our vision for increasing pupil numbers needs to be agreed and focused for the foreseeable future to ensure we remain/maintain our reputational standards and a working party was in place and met regularly to determine strategies.

The schools have robust procedures, principles and recognised values in place to achieve:

- Transparency
- Integrity
- Competition
- Effectiveness & Efficiency
- Fair dealing with all suppliers, consultants & contractors
- Consistency
- Legality
- Accountability
- Enjoyment

Good practice identified for ensuring value for money included:

- continuing good GCSE & SATS results for the schools, achieved by ensuring all staffing needs were met, that robust data forecasts and analyses were in place and that the provision of additional revision/twilight classes after school, at weekends and during holiday periods were provided.
- additional staff employed in English & Mathematics to support smaller group works and intervention – a good resource funded through our pupil premium grant.
- Pupil Premium grant fully assessed at both schools and strategic plans in place to ensure VFM is reached for the grant and it meets the grant requirements and achieves maximum impact.
- extra curricular activities to ensure enjoyment and engagement are a success.
- a review of posts when staff resigned – not always replaced like for like.

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**SOUTH DOWNS LEARNING TRUST**  
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**GOVERNANCE STATEMENT (continued)**

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- teachers' performance management and support staff appraisals were in place to ensure staff were working to clear objectives and targets to support the learning of our students and examination outcomes.
- ICT investment during the year to provide additional mobile technology and the infrastructure in excellent working order for students and staff, especially with the school's wireless system.
- continuing successful in house catering, known as Refresh, and increased income generation from meal sales with a high percentage of FSM students using the facilities.
- the school achieved much needed building works, sourced at good quality and value for money to ensure the environment, buildings and social spaces continued to be safe and secure for our students.
- the use of the school's skilled staff to undertake works to ensure required internal building projects were achieved at an affordable cost to the school - students as a result of extra curricular fund raising.
- good collaboration with local schools in purchasing ensured best value for negotiating contracts e.g. grounds maintenance, software applications.
- engaging Student Parliament to contribute to decisions regarding resources which resulted in students successful learning and enjoyment.
- benchmarking with local schools, mainly on staffing and use of the national benchmarking data to ensure our resources are deemed VFM.
- successful Ofsted.
- procurement has proved successful since forming the MAT as reduced costs have already been possible with services purchased.
- successful CIF bid for Ocklynge on conversion for roofing works.

**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 South Downs Learning Trust for the year 1 September 2017 to 31 August 2018 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 2017 to 31 August 2018 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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**SOUTH DOWNS LEARNING TRUST**  
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**GOVERNANCE STATEMENT (continued)**

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**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 Trustees 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 decided not to appoint an internal auditor. However, the Trustees have appointed Mr David Greaves, the Business Manager of Seaford Head School to perform peer review.

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

- Personnel
- Payroll
- Income
- Banking
- Reconciliation
- Purchasing & tendering
- Policies
- Trustees and budget monitoring
- Year end procedures and Compliance with environmental works/certificates.

The reviewer submits reports to the LGC Chairs through the resources committee on the operation of the systems of control and on the discharge of the Trustees' financial responsibilities.

**REVIEW OF EFFECTIVENESS**

As Accounting Officer, the Executive 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 reviewer;
- the work of the external auditor;
- 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 Trustees and a plan to address weaknesses and ensure continuous improvement of the system is in place.

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**SOUTH DOWNS LEARNING TRUST**  
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**GOVERNANCE STATEMENT (continued)**

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Approved by order of the members of the board of trustees on 27/11/18 and signed on their behalf, by:

  
Mr P Lindsey  
Chair of Trustees

Mr H Knox-Macaulay  
Accounting Officer



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**SOUTH DOWNS LEARNING TRUST**  
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**STATEMENT ON REGULARITY, PROPRIETY AND COMPLIANCE**

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As Accounting Officer of South Downs Learning Trust I have considered my responsibility to notify the academy trust 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 trust, under the funding agreement in place between the academy trust and the Secretary of State for Education. As part of my consideration I have had due regard to the requirements of the Academies Financial Handbook 2017.

I confirm that I and the academy trust board of trustees are able to identify any material irregular or improper use of funds by the academy trust, or material non-compliance with the terms and conditions of funding under the academy trust's funding agreement and the Academies Financial Handbook 2017.

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.



**Mr H Knox-Macaulay**  
**Accounting Officer**

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**SOUTH DOWNS LEARNING TRUST**  
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**STATEMENT OF TRUSTEES' RESPONSIBILITIES**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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The Trustees (who act as governors of South Downs Learning Trust and 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 Annual Accounts Direction issued by the Education & Skills Funding Agency, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP 2015 and the Academies Accounts Direction 2017 to 2018;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

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

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

Approved by order of the members of the board of trustees on 27/11/18 and signed on its behalf by:



**Mr P Lindsey**  
Chair of Governing Body

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**SOUTH DOWNS LEARNING TRUST**  
**(A company limited by guarantee)**

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**INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF SOUTH DOWNS LEARNING TRUST**

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**OPINION**

We have audited the financial statements of South Downs Learning Trust (the 'academy') for the year ended 31 August 2018 which comprise the Statement of financial activities incorporating income and expenditure account, 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 2015 and the Academies Accounts Direction 2017 to 2018 issued by the Education & 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 2018 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 2015 and the Academies Accounts Direction 2017 to 2018 issued by the Education & 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 Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the academy in accordance with the ethical requirements that are relevant to our audit of the financial statements in the 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.

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**SOUTH DOWNS LEARNING TRUST**  
(A company limited by guarantee)

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**INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF SOUTH DOWNS LEARNING TRUST**

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**OTHER INFORMATION**

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

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.

**RESPONSIBILITIES OF TRUSTEES**

As explained more fully in the Statement of Trustees' responsibilities, 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



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**SOUTH DOWNS LEARNING TRUST**  
**(A company limited by guarantee)**

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**INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF SOUTH DOWNS LEARNING TRUST**

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concern basis of accounting unless the Trustees either intend to liquidate the academy or to cease operations, or have no realistic alternative but to do so.

**AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

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

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](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditor's report.

**USE OF OUR REPORT**

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

*Knill James*

Susan Foster FCA (Senior Statutory Auditor)

for and on behalf of

**Knill James**

Chartered Accountant  
Statutory Auditor

One Bell Lane  
Lewes

East Sussex

Date: *7th December 2018*

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**SOUTH DOWNS LEARNING TRUST**  
**(A company limited by guarantee)**

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**INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO SOUTH  
DOWNS LEARNING TRUST AND THE EDUCATION & SKILLS FUNDING AGENCY**

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In accordance with the terms of our engagement letter dated 22 August 2017 and further to the requirements of the Education & Skills Funding Agency (ESFA) as included in the Academies Accounts Direction 2017 to 2018, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by South Downs Learning Trust during the year 1 September 2017 to 31 August 2018 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 South Downs Learning Trust and the ESFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to South Downs Learning Trust and the 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 South Downs Learning Trust and the ESFA, for our work, for this report, or for the conclusion we have formed.

**RESPECTIVE RESPONSIBILITIES OF SOUTH DOWNS LEARNING TRUST'S ACCOUNTING OFFICER  
AND THE REPORTING ACCOUNTANT**

The Accounting Officer is responsible, under the requirements of South Downs Learning Trust's funding agreement with the Secretary of State for Education dated 1 August 2012, and the Academies Financial Handbook extant from 1 September 2017, 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 2017 to 2018. 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 2017 to 31 August 2018 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 2017 to 2018 issued by the 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.

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**SOUTH DOWNS LEARNING TRUST**  
**(A company limited by guarantee)**

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**INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO SOUTH  
DOWNS LEARNING TRUST AND THE EDUCATION & SKILLS FUNDING AGENCY (continued)**

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Our normal audit procedures do provide assurance with regard to the regularity engagement, however some additional testing has been undertaken. This included:

- direct consideration and corroboration of evidence used to inform the accounting officer's statements;
- extension of procedures to assess compliance with the funding agreement and Academies Financial Handbook from those already performed as part of the audit;
- consideration of whether expenditure outside of the academies delegated authorities (if any) has received departmental approval;
- evaluation and assessment of the operating effectiveness of the general control environment and operational level which are intended to reduce the risk of irregularity;
- assessment of the adequacy of policies and procedures to ensure compliance with the framework of authorities;
- consideration of whether the absence of a control (if any) represents a breach of authorities;
- review of accounts or transactions susceptible to a greater risk of impropriety such as credit cards and cash accounts;
- extension of testing to other funds, activities conducted, consideration of propriety, or the review of high level financial controls.

**CONCLUSION**

In the course of our work, nothing has come to our attention which suggests that in all material respects the expenditure disbursed and income received during the year 1 September 2017 to 31 August 2018 have not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

*Knill James*

Susan Foster FCA (Reporting Accountant)

**Knill James**

Chartered Accountants

One Bell Lane  
Lewes  
East Sussex

Date: *7th December 2018*

**SOUTH DOWNS LEARNING TRUST**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 AUGUST 2018**

	Note	Unrestricted funds 2018 £	Restricted funds 2018 £	Restricted fixed asset funds 2018 £	Total funds 2018 £	Total funds 2017 £
<b>INCOME FROM:</b>						
Donations and capital grants	2	-	(329,186)	9,373,737	9,044,551	620,072
Charitable activities	3	-	8,093,646	45,000	8,138,646	6,103,431
Other trading activities	4	786,746	-	-	786,746	592,365
Investments	5	1,680	-	-	1,680	1,985
<b>TOTAL INCOME</b>		<b>788,426</b>	<b>7,764,460</b>	<b>9,418,737</b>	<b>17,971,623</b>	<b>7,317,853</b>
<b>EXPENDITURE ON:</b>						
Raising funds		419,512	-	-	419,512	339,325
Charitable activities		-	8,685,360	199,536	8,884,896	6,562,311
<b>TOTAL EXPENDITURE</b>	7	<b>419,512</b>	<b>8,685,360</b>	<b>199,536</b>	<b>9,304,408</b>	<b>6,901,636</b>
<b>NET INCOME / (EXPENDITURE) BEFORE TRANSFERS</b>						
Transfers between Funds	21	368,914 (35,198)	(920,900) (57,242)	9,219,201 92,440	8,667,215 -	416,217 -
<b>NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>						
		333,716	(978,142)	9,311,641	8,667,215	416,217
Actuarial gains on defined benefit pension schemes	25	-	615,000	-	615,000	1,592,000
<b>NET MOVEMENT IN FUNDS</b>		<b>333,716</b>	<b>(363,142)</b>	<b>9,311,641</b>	<b>9,282,215</b>	<b>2,008,217</b>
<b>RECONCILIATION OF FUNDS:</b>						
Total funds brought forward		864,416	(940,073)	10,663,119	10,587,462	8,579,245
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>1,198,132</b>	<b>(1,303,215)</b>	<b>19,974,760</b>	<b>19,869,677</b>	<b>10,587,462</b>

**SOUTH DOWNS LEARNING TRUST**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 08130302**

**BALANCE SHEET**  
**AS AT 31 AUGUST 2018**

	Note	£	2018 £	£	2017 £
<b>FIXED ASSETS</b>					
Tangible assets	15		19,956,332		10,196,471
<b>CURRENT ASSETS</b>					
Stocks	16	8,967		9,122	
Debtors	17	271,284		155,330	
Cash at bank and in hand		764,461		1,118,201	
		<u>1,044,712</u>		<u>1,282,653</u>	
<b>CREDITORS:</b> amounts falling due within one year	18	<u>(422,092)</u>		<u>(350,662)</u>	
<b>NET CURRENT ASSETS</b>			<u>622,620</u>		<u>931,991</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>20,578,952</u>		<u>11,128,462</u>
<b>CREDITORS:</b> amounts falling due after more than one year	19		<u>(73,275)</u>		<u>-</u>
<b>NET ASSETS EXCLUDING PENSION SCHEME LIABILITIES</b>			<u>20,505,677</u>		<u>11,128,462</u>
Defined benefit pension scheme liability	25	<u>(636,000)</u>		<u>(541,000)</u>	
<b>NET ASSETS INCLUDING PENSION SCHEME LIABILITIES</b>			<u>19,869,677</u>		<u>10,587,462</u>
<b>FUNDS OF THE ACADEMY</b>					
Restricted income funds:					
Restricted income funds	21	(667,215)		(399,073)	
Restricted fixed asset funds	21	19,974,760		10,663,119	
Restricted income funds excluding pension liability		<u>19,307,545</u>		<u>10,264,046</u>	
Pension reserve		<u>(636,000)</u>		<u>(541,000)</u>	
Total restricted income funds			<u>18,671,545</u>		<u>9,723,046</u>
Unrestricted income funds	21		<u>1,198,132</u>		<u>864,416</u>
<b>TOTAL FUNDS</b>			<u>19,869,677</u>		<u>10,587,462</u>

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**SOUTH DOWNS LEARNING TRUST**  
**(A company limited by guarantee)**

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**BALANCE SHEET (continued)**  
**AS AT 31 AUGUST 2018**

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The financial statements on pages 34 to 61 were approved by the Trustees, and authorised for issue, on 27/11/18 and are signed on their behalf, by:



**Mr P Lindsey**  
**Chair of Governors**

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**SOUTH DOWNS LEARNING TRUST**  
(A company limited by guarantee)

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**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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	Note	2018 £	2017 £
<b>Cash flows from operating activities</b>			
Net cash provided by operating activities	23	<u>531,234</u>	<u>718,019</u>
<b>Cash flows from investing activities:</b>			
Dividends, interest and rents from investments		1,680	1,985
Purchase of tangible fixed assets		<u>(959,232)</u>	<u>(570,891)</u>
<b>Net cash used in investing activities</b>		<u>(957,552)</u>	<u>(568,906)</u>
<b>Cash flows from financing activities:</b>			
Increase in borrowings		<u>72,578</u>	-
<b>Net cash provided by financing activities</b>		<u>72,578</u>	-
<b>Change in cash and cash equivalents in the year</b>		<b>(353,740)</b>	<b>149,113</b>
Cash and cash equivalents brought forward		<u>1,118,201</u>	<u>969,088</u>
<b>Cash and cash equivalents carried forward</b>	24	<u><u>764,461</u></u>	<u><u>1,118,201</u></u>

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**SOUTH DOWNS LEARNING TRUST**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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**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 trust, which is a public benefit entity under FRS 102, have been prepared under the historical cost convention in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102), the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)), the Academies Accounts Direction 2017 to 2018 issued by ESFA, the Charities Act 2011 and the Companies Act 2006.

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

**1.2 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 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.



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**SOUTH DOWNS LEARNING TRUST**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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**1. ACCOUNTING POLICIES (continued)**

**1.3 Income**

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

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

General Annual Grant is recognised in full in the Statement of financial activities incorporating income and expenditure account in the year for which it is receivable and any abatement in respect of the period is deducted from income and recognised as a liability.

Capital grants are recognised when there is entitlement and are not deferred over the life of the asset on which they are expended. Unspent amounts of capital grant are reflected in the balance in the restricted fixed asset fund.

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

Other income, including the hire of facilities, is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

**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 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.

Expenditure on charitable activities are costs incurred on the academy's educational operations, including support costs and those costs relating to the governance of the academy appointed to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

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**SOUTH DOWNS LEARNING TRUST**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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**1. ACCOUNTING POLICIES (continued)**

**1.5 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 trust has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the academy trust's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements

**1.6 Tangible fixed assets and depreciation**

All assets costing more than £3,000 are capitalised 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 incorporating income and expenditure account 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 incorporating income and expenditure account. Where tangible fixed assets have been acquired with unrestricted funds, depreciation on such assets is charged to the unrestricted fund.

Depreciation is provided on all tangible fixed assets other than freehold land, at rates calculated to write off the cost of these assets, less their estimated residual value, over their expected useful lives on the following bases:

Leasehold property	-	Over 125 years
Furniture and fixtures	-	5 years straight line
Computer equipment	-	3 years straight line

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

**1.7 Operating leases**

Rentals under operating leases are charged to the Statement of financial activities incorporating income and expenditure account on a straight line basis over the lease term.

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**SOUTH DOWNS LEARNING TRUST**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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**1. ACCOUNTING POLICIES (continued)**

**1.8 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 Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**1.9 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

**1.10 Debtors**

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

**1.11 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.

**1.12 Liabilities and provisions**

Liabilities and provisions 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. 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.

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**SOUTH DOWNS LEARNING TRUST**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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**1. ACCOUNTING POLICIES (continued)**

**1.13 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 basis are as follows:

*Financial assets* - trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost as detailed in note 17. 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 costs as detailed in notes 18 and 19. 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 instruments.

**1.14 Pensions**

Retirement benefits to employees of the academy trust are provided by the Teachers' Pension Scheme ("TPS") and the Local Governments 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. As stated in note 25, the TPS is a multi-employer scheme and there is insufficient information available to use defined benefit accounting. The TPS is therefore 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 scheme and the assets are held separately from those of the academy trust in separate trustee administered funds. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit credit method and discounted at a rate equivalent to the current rate of return on a high quality corporate bond of equivalent term and currency to the liabilities. The actuarial valuations are obtained at least triennially and are updated at each Balance sheet date. The amounts charged to operating surplus are the current service costs and the costs of scheme introductions, benefit changes, settlements and curtailments. They are included as part of staff costs as incurred. Net interest on the net defined benefit liability/asset is also recognised in the Statement of financial activities incorporating income and expenditure account 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.

**SOUTH DOWNS LEARNING TRUST**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

**1. ACCOUNTING POLICIES (continued)**

**1.15 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.

The present value of the Local Government Pension Scheme defined benefit liability depends on a number of factors that are determined on an actuarial basis using a variety of assumptions. The assumptions used in determining the net cost (income) for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 25, 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 2016 has been used by the actuary in valuing the pensions liability at 31 August 2018. 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.

Critical areas of judgment:

Depreciation

The Academy exercises judgment to determine useful lives and residual values of property, plant and equipment. The assets are depreciated down to their residual values over their estimated useful lives.

**2. INCOME FROM DONATIONS AND CAPITAL GRANTS**

	Restricted funds 2018 £	Restricted fixed asset funds 2018 £	Total funds 2018 £	Total funds 2017 £
Government grants	31,130	373,572	404,702	620,072
Funds inherited on conversion	(360,316)	9,000,165	8,639,849	-
	<u>(329,186)</u>	<u>9,373,737</u>	<u>9,044,551</u>	<u>620,072</u>
<i>Total 2017</i>	<u>36,638</u>	<u>583,434</u>	<u>620,072</u>	

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**3. FUNDING FOR ACADEMY'S EDUCATIONAL OPERATIONS**

	<b>Restricted funds 2018 £</b>	<b>Total funds 2018 £</b>	<i>Total funds 2017 £</i>
<b>DfE/ESFA grants</b>			
General Annual Grant (GAG)	7,574,212	7,574,212	5,659,570
Other DfE/EFA grants	442,661	442,661	396,894
	<u>8,016,873</u>	<u>8,016,873</u>	<u>6,056,464</u>
<b>Other government grants</b>			
Local authority grants	121,773	121,773	46,967
	<u>121,773</u>	<u>121,773</u>	<u>46,967</u>
	<u>8,138,646</u>	<u>8,138,646</u>	<u>6,103,431</u>
<i>Total 2017</i>	<u>6,103,431</u>	<u>6,103,431</u>	

**4. OTHER TRADING ACTIVITIES**

	<b>Unrestricted funds 2018 £</b>	<b>Total funds 2018 £</b>	<i>Total funds 2017 £</i>
PTA and school trip income	87,498	87,498	41,861
Other sales	63,642	63,642	10,369
Lettings and rentals	62,565	62,565	29,873
Income from schools and external bodies	95,871	95,871	77,116
School Fund income	127,238	127,238	153,270
Catering income	288,954	288,954	279,876
Club income	60,978	60,978	-
	<u>786,746</u>	<u>786,746</u>	<u>592,365</u>
<i>Total 2017</i>	<u>592,365</u>	<u>592,365</u>	

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**5. INVESTMENT INCOME**

	<b>Unrestricted funds 2018 £</b>	<b>Restricted funds 2018 £</b>	<b>Total funds 2018 £</b>	<i>Total funds 2017 £</i>
Investment income	<b>1,680</b>	-	<b>1,680</b>	<i>1,985</i>
<i>Total 2017</i>	<b>1,985</b>	-	<b>1,985</b>	

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**6. CHARITABLE ACTIVITIES**

	<b>Total funds 2018 £</b>	<i>Total funds 2017 £</i>
<b>DIRECT COSTS - EDUCATIONAL OPERATIONS</b>		
Wages and salaries	4,832,231	3,587,785
National insurance	446,542	349,879
Pension cost	1,088,891	725,547
Depreciation	199,536	127,407
Technology costs	68,775	38,319
Educational supplies	159,891	129,078
Examination fees	90,934	88,724
Staff development	20,860	20,302
Educational consultancy	222,138	103,007
Other direct costs	134,125	74,584
	<b>7,263,923</b>	<b>5,244,632</b>
<b>SUPPORT COSTS - EDUCATIONAL OPERATIONS</b>		
Wages and salaries	802,843	654,528
National insurance	47,700	38,288
Pension cost	106,607	113,444
LGPS - net interest cost	25,000	40,000
Recruitment and support	25,191	14,475
Maintenance of premises and equipment	173,449	148,263
Cleaning	30,041	20,066
Rent and rates	61,893	72,725
Energy costs	93,205	55,787
Insurance	43,821	30,960
Security and transport	25,146	20,344
Other support costs	168,256	96,004
Audit and accountancy fees	17,821	12,796
	<b>1,620,973</b>	<b>1,317,680</b>
	<b>8,884,896</b>	<b>6,562,312</b>



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**7. EXPENDITURE**

	Staff costs 2018 £	Premises 2018 £	Other costs 2018 £	Total 2018 £	Total 2017 £
Expenditure on fundraising trading					
Direct costs	-	-	419,512	419,512	339,325
Support costs	-	-	-	-	-
Educational operation:					
Direct costs	6,367,664	-	896,259	7,263,923	5,244,632
Support costs	957,150	356,501	307,322	1,620,973	1,317,679
	<u>7,324,814</u>	<u>356,501</u>	<u>1,623,093</u>	<u>9,304,408</u>	<u>6,901,636</u>
<i>Total 2017</i>	<u>5,469,471</u>	<u>292,605</u>	<u>1,139,560</u>	<u>6,901,636</u>	

**8. EXPENDITURE - ANALYSIS OF SPECIFIC EXPENSES**

Included within expenditure are the following transactions:

	Total £	Individual items above £5,000 Amount £	Reason
Ex-gratia payments	18,880	12,380	Settlement agreement
		6,500	Settlement agreement

The legal authority sought to make ex-gratia payments was in compliance with the Academies Financial Handbook 2017, being delegated authority or approval from the Education and Skills Funding Agency.

**9. NET INCOME/(EXPENDITURE)**

This is stated after charging:

	2018 £	2017 £
Depreciation of tangible fixed assets:		
- owned by the charity	199,536	127,407
Auditor's remuneration - audit	15,050	10,890
Auditor's remuneration - other services	2,771	8,050
Severance payments	18,880	11,373
	<u>236,237</u>	<u>157,520</u>

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**10. STAFF COSTS**

**a. Staff costs**

Staff costs were as follows:

	2018 £	2017 £
Wages and salaries	5,332,634	4,128,170
Social security costs	494,242	388,167
Operating costs of defined benefit pension schemes	1,195,498	838,991
	<u>7,022,374</u>	<u>5,355,328</u>
Agency staff costs	283,560	102,770
Staff restructuring costs	18,880	11,373
	<u>7,324,814</u>	<u>5,469,471</u>

Staff restructuring costs comprise:

	2018 £	2017 £
Severance payments	18,880	11,373

**b. Staff numbers**

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

	2018 No.	2017 No.
Teaching	75	67
Administration and support	79	56
Management	17	8
	<u>171</u>	<u>131</u>

**c. Higher paid staff**

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

	2018 No.	2017 No.
In the band £60,001 - £70,000	1	1
In the band £90,001 - £100,000	1	1

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**10. STAFF COSTS (continued)**

All of the higher paid employees participated in the Teachers' Pension Scheme. During the period ended 31 August 2018 pension contributions for these staff amounted to £27,636 (2017 - £26,061).

**d. Key management personnel**

The total amount of employee benefits (including employer pension contributions) received by key management personnel for their services to the Academy was £1,142,706 (2017 - £741,953).

**11. CENTRAL SERVICES**

No central services were provided by the academy to its academies during the year and no central charges arose.

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**12. 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 other staff members under their contracts of employment, and not in respect of their role as Trustees. The value of Trustees' remuneration and other benefits was as follows:

		<b>2018</b>	<i>2017</i>
		<b>£'000</b>	<i>£'000</i>
Mr H Knox-Macaulay, Headteacher	Remuneration	<b>110-115</b>	<i>100-105</i>
	Pension contributions paid	<b>15-20</b>	<i>15-20</i>
Ms G Bryden, Staff	Remuneration		<i>50-55</i>
	Pension contributions paid		<i>5-10</i>
Mr N Morris, Staff	Remuneration	<b>45-50</b>	<i>45-50</i>
	Pension contributions paid	<b>5-10</b>	<i>5-10</i>
Miss J Wilson, Staff	Remuneration	<b>10-15</b>	
	Pension contributions paid	<b>0-5</b>	

During the year ended 31 August 2018, no Trustees received any reimbursement of expenses (2017 - £NIL).

**13. TRUSTEES' AND OFFICERS' INSURANCE**

The academy trust has opted into the Department for Education's risk protection arrangement (RPA), an alternative to insurance where UK government funds cover losses that arise. This scheme protects trustees and officers from claims arising from negligent acts, errors or omissions occurring whilst on academy business, and provides cover up to £10,000,000. It is not possible to quantify the Trustees and officers indemnity element from the overall cost of the RPA scheme.

**14. OTHER FINANCE INCOME**

	<b>2018</b>	<i>2017</i>
	<b>£</b>	<i>£</i>
Interest income on pension scheme assets	<b>108,000</b>	<i>65,000</i>
Interest on pension scheme liabilities	<b>(133,000)</b>	<i>(105,000)</i>
	<b>(25,000)</b>	<i>(40,000)</i>

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**15. TANGIBLE FIXED ASSETS**

	Leasehold property £	Fixtures, fittings and equipment £	Total £
<b>Cost</b>			
At 1 September 2017	10,456,932	335,207	10,792,139
Additions	9,920,167	39,230	9,959,397
At 31 August 2018	<u>20,377,099</u>	<u>374,437</u>	<u>20,751,536</u>
<b>Depreciation</b>			
At 1 September 2017	370,462	225,206	595,668
Charge for the year	150,760	48,776	199,536
At 31 August 2018	<u>521,222</u>	<u>273,982</u>	<u>795,204</u>
<b>Net book value</b>			
At 31 August 2018	<u>19,855,877</u>	<u>100,455</u>	<u>19,956,332</u>
At 31 August 2017	<u>10,086,470</u>	<u>110,001</u>	<u>10,196,471</u>

**16. STOCKS**

	2018 £	2017 £
Finished goods and goods for resale	<u>8,967</u>	<u>9,122</u>

**17. DEBTORS**

	2018 £	2017 £
Trade debtors	1,674	-
VAT recoverable	105,203	25,122
Prepayments and accrued income	164,407	130,208
	<u>271,284</u>	<u>155,330</u>

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**18. CREDITORS: Amounts falling due within one year**

	2018	2017
	£	£
Other loans	4,619	-
Other taxation and social security	140,247	94,852
Other creditors	-	84,281
Accruals and deferred income	277,226	171,529
	<b>422,092</b>	<b>350,662</b>
	<b>422,092</b>	<b>350,662</b>
	2018	2017
	£	£
<b>Deferred income</b>		
Deferred income at 1 September 2017	49,881	49,987
Resources deferred during the year	30,814	49,881
Amounts released from previous years	(49,881)	(49,987)
	<b>30,814</b>	<b>49,881</b>
	<b>30,814</b>	<b>49,881</b>

Deferred income is in relation to trip monies received from pupils which commence in 2018/2019 and capital income received in advance.

Included in other loans are loans from the ESFA under the Condition Improvement Fund totalling £4,619 (2017 - £nil) which have a maturity date of August 2020, March 2026 and March 2029. The loans are interest-free.

**19. CREDITORS: Amounts falling due after more than one year**

	2018	2017
	£	£
Other loans	73,275	-
	<b>73,275</b>	<b>-</b>

Included in other loans are loans from the ESFA under the Condition Improvement Fund totalling £73,275 (2017 - £nil) which have a maturity date of August 2020, March 2026 and March 2029. The loans are interest-free.

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**20. FINANCIAL INSTRUMENTS**

	2018 £	2017 £
Financial assets measured at amortised cost	<u>871,338</u>	<u>1,143,323</u>
Financial liabilities measured at amortised cost	246,412	205,930
Financial liabilities measured at cost less impairment	<u>77,894</u>	-
	<u><u>324,306</u></u>	<u><u>205,930</u></u>

Financial assets measured at amortised cost comprise cash and debtors excluding prepayments.

Financial liabilities measured at amortised cost comprise creditors, excluding deferred income.

Financial liabilities measured at cost less impairment comprise ESFA loans.

**21. STATEMENT OF FUNDS**

	Balance at 1 September 2017 £	Incoming Resources £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2018 £
<b>Unrestricted funds</b>						
General Funds	<u>864,416</u>	<u>788,426</u>	<u>(419,512)</u>	<u>(35,198)</u>	<u>-</u>	<u>1,198,132</u>
<b>Restricted funds</b>						
General Annual Grant (GAG)	(451,840)	8,119,460	(8,277,593)	(57,242)	-	(667,215)
MAT funding	52,767	-	(52,767)	-	-	-
Pension reserve	(541,000)	(355,000)	(355,000)	-	615,000	(636,000)
	<u>(940,073)</u>	<u>7,764,460</u>	<u>(8,685,360)</u>	<u>(57,242)</u>	<u>615,000</u>	<u>(1,303,215)</u>
<b>Restricted fixed asset funds</b>						
Restricted Fixed Asset Funds - all funds	10,196,471	9,045,165	(199,536)	914,232	-	19,956,332
CIF funding	466,648	373,572	-	(821,792)	-	18,428
	<u>10,663,119</u>	<u>9,418,737</u>	<u>(199,536)</u>	<u>92,440</u>	<u>-</u>	<u>19,974,760</u>
Total restricted funds	<u>9,723,046</u>	<u>17,183,197</u>	<u>(8,884,896)</u>	<u>35,198</u>	<u>615,000</u>	<u>18,671,545</u>
Total of funds	<u><u>10,587,462</u></u>	<u><u>17,971,623</u></u>	<u><u>(9,304,408)</u></u>	<u><u>-</u></u>	<u><u>615,000</u></u>	<u><u>19,869,677</u></u>

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**21. STATEMENT OF FUNDS (continued)**

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

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 Department for Education where the asset acquired or created is held for a specific purpose. The transfer to restricted fixed asset funds relates to the acquisition of fixed assets from GAG.

Restricted funds comprise all other restricted funds received and include grants from the Department for Education, Local Authority and other bodies which must be applied for specific purposes.

Under the funding agreement with the Secretary of State, the Academy was not subject to a limit on the amount of GAG that it could carry forward at 31 August 2018.

**ANALYSIS OF ACADEMIES BY FUND BALANCE**

Fund balances at 31 August 2018 were allocated as follows:

	<b>Total 2018 £</b>	<i>Total 2017 £</i>
Ratton School	475,126	465,343
Ocklynge Junior School	55,791	-
	<hr/>	<hr/>
Total before fixed asset fund and pension reserve	530,917	465,343
Restricted fixed asset fund	19,974,760	10,663,119
Pension reserve	(636,000)	(541,000)
	<hr/>	<hr/>
Total	<u>19,869,677</u>	<u>10,587,462</u>

**ANALYSIS OF ACADEMIES BY COST**

Expenditure incurred by each academy during the year was as follows:

	<b>Teaching and educational support staff costs £</b>	<b>Other support staff costs £</b>	<b>Educational supplies £</b>	<b>Other costs excluding depreciat- ion £</b>	<b>Total 2018 £</b>	<i>Total 2017 £</i>
Ratton School	4,402,205	808,697	121,484	1,171,896	6,504,282	6,566,229
Ocklynge Junior School	1,635,460	148,453	38,407	423,270	2,245,590	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	<u>6,037,665</u>	<u>957,150</u>	<u>159,891</u>	<u>1,595,166</u>	<u>8,749,872</u>	<u>6,566,229</u>



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**21. STATEMENT OF FUNDS (continued)**

**STATEMENT OF FUNDS - PRIOR YEAR**

	<i>Balance at 1 September 2016 £</i>	<i>Incoming Resources £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Gains/ (Losses) £</i>	<i>Balance at 31 August 2017 £</i>
<b>General funds</b>						
General Funds	609,391	594,350	(339,325)	-	-	864,416
<b>Restricted funds</b>						
General Annual Grant (GAG)	(208,490)	6,070,069	(6,209,671)	(103,748)	-	(451,840)
MAT funding	-	70,000	(17,233)	-	-	52,767
Pension reserve	(1,925,000)	-	(208,000)	-	1,592,000	(541,000)
	<u>(2,133,490)</u>	<u>6,140,069</u>	<u>(6,434,904)</u>	<u>(103,748)</u>	<u>1,592,000</u>	<u>(940,073)</u>
<b>Restricted fixed asset funds</b>						
Restricted Fixed Asset Funds - all funds	9,752,987	-	(127,407)	570,891	-	10,196,471
CIF funding	350,357	583,434	-	(467,143)	-	466,648
Total restricted funds	<u>7,969,854</u>	<u>6,723,503</u>	<u>(6,562,311)</u>	<u>-</u>	<u>1,592,000</u>	<u>9,723,046</u>
Total of funds	<u><u>8,579,245</u></u>	<u><u>7,317,853</u></u>	<u><u>(6,901,636)</u></u>	<u><u>-</u></u>	<u><u>1,592,000</u></u>	<u><u>10,587,462</u></u>

**A CURRENT YEAR 12 MONTHS AND PRIOR YEAR 12 MONTHS COMBINED POSITION IS AS FOLLOWS:**

	<i>Balance at 1 September 2016 £</i>	<i>Incoming Resources £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Gains/ (Losses) £</i>	<i>Balance at 31 August 2018 £</i>
<b>Unrestricted funds</b>						
General Funds	609,391	1,382,776	(758,837)	(35,198)	-	1,198,132

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**21. STATEMENT OF FUNDS (continued)**

**Restricted funds**

General Annual Grant (GAG)	(208,490)	14,189,529	(14,487,264)	(160,990)	-	(667,215)
MAT funding	-	70,000	(70,000)	-	-	-
Pension reserve	(1,925,000)	(355,000)	(563,000)	-	2,207,000	(636,000)
	<u>(2,133,490)</u>	<u>13,904,529</u>	<u>(15,120,264)</u>	<u>(160,990)</u>	<u>2,207,000</u>	<u>(1,303,215)</u>

**Restricted fixed asset funds**

Restricted Fixed Asset Funds - all funds	9,752,987	9,045,165	(326,943)	1,485,123	-	19,956,332
CIF funding	350,357	957,006	-	(1,288,935)	-	18,428
	<u>7,969,854</u>	<u>23,906,700</u>	<u>(15,447,207)</u>	<u>35,198</u>	<u>2,207,000</u>	<u>18,671,545</u>
Total of funds	<u>8,579,245</u>	<u>25,289,476</u>	<u>(16,206,044)</u>	<u>-</u>	<u>2,207,000</u>	<u>19,869,677</u>

**22. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds 2018 £	Restricted funds 2018 £	Restricted fixed asset funds 2018 £	Total funds 2018 £
Tangible fixed assets	-	-	19,956,332	19,956,332
Current assets	1,198,132	(171,848)	18,428	1,044,712
Creditors due within one year	-	(422,092)	-	(422,092)
Creditors due in more than one year	-	(73,275)	-	(73,275)
Provisions for liabilities and charges	-	(636,000)	-	(636,000)
	<u>1,198,132</u>	<u>(1,303,215)</u>	<u>19,974,760</u>	<u>19,869,677</u>

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR**

	Unrestricted funds 2017 £	Restricted funds 2017 £	Restricted fixed asset funds 2017 £	Total funds 2017 £
Tangible fixed assets	-	-	10,196,471	10,196,471
Current assets	876,836	(60,831)	466,648	1,282,653
Creditors due within one year	(12,420)	(338,242)	-	(350,662)
Provisions for liabilities and charges	-	(541,000)	-	(541,000)
	<u>864,416</u>	<u>(940,073)</u>	<u>10,663,119</u>	<u>10,587,462</u>

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**23. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2018 £	2017 £
Net income for the year (as per Statement of Financial Activities)	8,667,215	416,217
<b>Adjustment for:</b>		
Depreciation charges	199,536	127,407
Dividends, interest and rents from investments	(1,680)	(1,985)
Decrease in stocks	155	192
Increase in debtors	(115,954)	(11,720)
Increase/(decrease) in creditors	66,811	(20,092)
Defined benefit pension scheme obligation inherited	355,000	-
Defined benefit pension scheme cost less contributions payable	330,000	168,000
Defined benefit pension scheme finance cost	25,000	40,000
Assets and liabilities from local authority on conversion	(8,994,849)	-
<b>Net cash provided by operating activities</b>	<b>531,234</b>	<b>718,019</b>

**24. ANALYSIS OF CASH AND CASH EQUIVALENTS**

	2018 £	2017 £
Cash at bank and in hand	764,461	1,118,201
Total	<b>764,461</b>	<b>1,118,201</b>

**25. PENSION COMMITMENTS**

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

The latest actuarial valuation of the TPS related to the period ended 31 March 2012 and of the LGPS 31 March 2016.

Contributions amounting to £65,350 were payable to the schemes at 31 August 2018 (2017 - £65,353) and are included within creditors.

**Teachers' Pension Scheme**

**Introduction**

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

The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis – these

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**25. PENSION COMMITMENTS (continued)**

contributions along with those made by employers are credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

**Valuation of the Teachers' Pension Scheme**

The Government Actuary, using normal actuarial principles, conducts a formal actuarial review of the TPS in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014 published by HM Treasury. The aim of the review is to specify the level of future contributions. Actuarial scheme valuations are dependent on assumptions about the value of future costs, design of benefits and many other factors. The latest actuarial valuation of the TPS was carried out as at 31 March 2012 and in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014. The valuation report was published by the Department for Education on 9 June 2014. The key elements of the valuation and subsequent consultation are:

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

The TPS valuation for 2012 determined an employer rate of 16.4%, which was payable from September 2015. The next valuation of the TPS is currently underway based on April 2016 data, whereupon the employer contribution rate is expected to be reassessed and will be payable from 1 April 2019.

The employer's pension costs paid to TPS in the period amounted to £622,229 (2017 - £479,610).

A copy of the valuation report and supporting documentation is on the Teachers' Pensions website ([www.teacherspensions.co.uk/news/employers/2014/06/publication-of-the-valuation-report.aspx](http://www.teacherspensions.co.uk/news/employers/2014/06/publication-of-the-valuation-report.aspx)).

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

**Local Government Pension Scheme**

The LGPS is a funded defined benefit scheme, with assets held in separate trustee-administered funds. The total contribution made for the year ended 31 August 2018 was £265,000 (2017 - £243,000), of which employer's contributions totalled £188,000 (2017 - £191,000) and employees' contributions totalled £77,000 (2017 - £52,000). The agreed contribution rates for future years are 21.6% for employers and 6.5% for employees.

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

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**25. PENSION COMMITMENTS (continued)**

Principal actuarial assumptions:

	2018	2017
Discount rate for scheme liabilities	2.80 %	2.50 %
Rate of increase in salaries	2.80 %	2.80 %
Rate of increase for pensions in payment / inflation	2.40 %	2.40 %

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

	2018	2017
Retiring today		
Males	22.1	22.1
Females	24.4	24.4
Retiring in 20 years		
Males	23.8	23.8
Females	26.3	26.3

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

	Fair value at 31 August 2018 £	Fair value at 31 August 2017 £
Equities	3,661,000	2,534,000
Corporate bonds	702,000	493,000
Property	501,500	352,000
Cash and other liquid assets	150,500	141,000
Total market value of assets	<u>5,015,000</u>	<u>3,520,000</u>

The actual return on scheme assets was £301,000 (2017 - £285,000).

The amounts recognised in the Statement of financial activities incorporating income and expenditure account are as follows:

	2018 £	2017 £
Current service cost	(518,000)	(359,000)
Interest income	108,000	65,000
Interest cost	(133,000)	(105,000)
Total	<u>(543,000)</u>	<u>(399,000)</u>

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**25. PENSION COMMITMENTS (continued)**

Movements in the present value of the defined benefit obligation were as follows:

	2018 £	2017 £
Opening defined benefit obligation	4,061,000	5,069,000
Transferred in on existing academies joining the trust	1,321,000	-
Current service cost	518,000	359,000
Interest cost	133,000	105,000
Employee contributions	77,000	52,000
Actuarial gains	(389,000)	(1,484,000)
Benefits paid	(70,000)	(40,000)
	<u>5,651,000</u>	<u>4,061,000</u>

Movements in the fair value of the academy's share of scheme assets:

	2018 £	2017 £
Opening fair value of scheme assets	3,520,000	3,144,000
Transferred in on existing academies joining the trust	966,000	-
Interest income	108,000	65,000
Actuarial losses	226,000	108,000
Employer contributions	188,000	191,000
Employee contributions	77,000	52,000
Benefits paid	(70,000)	(40,000)
	<u>5,015,000</u>	<u>3,520,000</u>

**26. OPERATING LEASE COMMITMENTS**

At 31 August 2018 the total of the Academy trust's future minimum lease payments under non-cancellable operating leases was:

	2018 £	2017 £
<b>Amounts payable:</b>		
Within 1 year	10,057	11,953
Between 1 and 5 years	2,907	10,715
	<u>12,964</u>	<u>22,668</u>
Total	<u>12,964</u>	<u>22,668</u>

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**27. RELATED PARTY TRANSACTIONS**

No related party transactions took place in the period of account, other than certain trustees' remuneration and expenses already disclosed in note 12.

## Document Activity Report

**Document Sent**

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