

Company Registration Number: 08749379 (England & Wales)

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**BISHOP LUFFA SCHOOL**  
(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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**BISHOP LUFFA SCHOOL**  
**(A company limited by guarantee)**

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**REFERENCE AND ADMINISTRATIVE DETAILS**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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**Members**

The Diocese of Chichester Education Trust  
The Dean and Chapter of the Cathedral Church of the Holy Trinity in Chichester  
The Rural Dean of Chichester  
The Rural Dean of Westbourne  
The Rural Dean of Arundel and Bognor  
The Chair of the Board of Directors

**Trustees**

N Hoggarth, Chair - Foundation Director<sup>1</sup>  
J Wilson, Vice-chair - Foundation Director  
C Bacon, Parent Director (appointed 28 January 2018)<sup>1</sup>  
Q Cox, Foundation Director (resigned 28 November 2017)<sup>1</sup>  
I Creswick, Foundation Director<sup>1</sup>  
B Dempster, Foundation Director<sup>1</sup>  
A Doye, Foundation Director (appointed 28 November 2017)  
L Eames, Staff Director  
G Ewins, Foundation Director<sup>1</sup>  
B Ghinelli, Parent Director (appointed 28 January 2018)  
A Hindman, Head Teacher (appointed 1 September 2018)<sup>1</sup>  
Canon S Holland, Ex-officio Foundation Director  
Rev D Jarratt, Foundation Director  
S Joshua, Foundation Director (resigned 31 August 2018)  
M Lumley, Foundation Director  
R Moriarty, Foundation Director (resigned 28 January 2018)  
N Shaw, Co-opted Director (appointed 20 March 2018)  
N Taunt, Headteacher and Accounting Officer (resigned 31 August 2018)<sup>1</sup>  
A Taylor-Bennett, Foundation Director (appointed 10 October 2017)  
R Topley, Staff Director

<sup>1</sup> Resources committee

**Company registered number**

08749379

**Company name**

Bishop Luffa School

**Principal and registered office**

Bishop Luffa Close  
Chichester  
West Sussex  
PO19 3LT

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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 secretary**

M Nicholds

**Senior management team**

N Taunt (resigned 31/08/2018), Headteacher  
A Hindman (appointed 01/09/2018), Headteacher  
S Williams, Deputy Head  
A Sharma, Assistant Head  
L Watson, Assistant Head  
S White, Assistant Head  
J Saunders, Assistant Head  
A Jackson, Assistant Head  
N Topley, Assistant Head  
M Nicholds, Business Manager

**Independent auditors**

Hopper Williams & Bell Limited  
Statutory Auditor  
Highland House  
Mayflower Close  
Chandlers Ford  
Eastleigh  
Hampshire  
SO53 4AR

**Bankers**

Lloyds Bank  
10 East Street  
Chichester  
West Sussex  
PO19 3LT

**Solicitors**

Winckworth Sherwood  
Minerva House  
5 Montague Close  
London  
SE1 9BB

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

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*'Trustee', 'director' and 'governor' mean the same and are used interchangeably.*

The trustees present their annual report together with the financial statements and auditor's report of the charitable company for the period 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 trust operates a Church of England academy for pupils aged 11-18 serving the local area of West Chichester and the three deaneries to the west of the Chichester Diocese. It has a pupil capacity of 1376, although the school roll was 1442 in the school census of June 2018.

### **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 of Bishop Luffa School are also the Directors of the charitable company for the purposes of company law. The charitable company is known as Bishop Luffa School.

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.

*\*As required in the academy trust's funding agreement/memorandum and articles of association.*

#### **Trustees' Indemnities [see Companies Act 2006 s236]**

Governors' third party indemnity is covered by the Risk Protection Arrangement that the school has with the Department for Education.

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

The Members shall appoint no fewer than 11 Foundation Governors one of whom shall be the Incumbent of St Wilfrid's Church, in the ecclesiastical parish in which Bishop Luffa School is situated, or in the case of vacancy or unwillingness of the Incumbent to act, such person as may be appointed to act in their stead by the Archdeacon of the Archdeaconry of Chichester.

The Governing Body may appoint two Staff Governors through such process as they may determine, provided that the total number of Governors (including the Principal) who are employees of the Academy Trust does not exceed one third of the total number of Governors.

In appointing the Staff Governors the Governors shall hold a secret ballot of all staff employed under a contract of employment or a contract for services or otherwise engaged to provide services to the Academy (excluding the Principal). All arrangements for the calling and the conduct of the election and resolution of questions as to whether any person is an eligible candidate shall be determined by the Governors. If a Staff Governor ceases to work at the Academy then he shall be deemed to have resigned and shall cease to be a Governor automatically on termination of his work at the Academy. Any election of a Staff Governor which is contested shall be held by secret ballot.

Parent Governors shall be elected by parents of registered pupils at the Academy. A Parent Governor must be a parent of a pupil at the Academy at the time when he is elected.

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

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The Governing Body shall make all necessary arrangements for, and determine all other matters relating to, an election of Parent Governors, including any question of whether a person is a parent of a registered pupil at the Academy. Any election of Parent Governors which is contested shall be held by secret ballot.

The arrangements made for the election of a Parent Governor shall provide for every person who is entitled to vote in the election to have an opportunity to do so by post or, if they prefer, by having their ballot paper returned to the Academy Trust by a registered pupil at the Academy.

Where a vacancy for a Parent Governor is required to be filled by election, the Governing Body shall take such steps as are reasonably practical to secure that every person who is known to them to be a parent of a registered pupil at the Academy is informed of the vacancy and that it is required to be filled by election, informed that he is entitled to stand as a candidate, and vote at the election, and given an opportunity to do so.

The number of Parent Governors required shall be made up by Parent Governors appointed by the Governing Body if the number of parents standing for election is less than the number of vacancies.

In appointing a Parent Governor the Governing Body shall appoint a person who is the parent of a registered pupil at the Academy; or where it is not reasonably practical to do so, a person who is the parent of a child of compulsory school age.

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

All new Governors are provided with a copy of the school prospectus, the list of Governors and committee membership document, an up to date Governor Training booklet and a copy of the School Development Plan. All new Governors meet individually with the Headteacher and are given a tour of the school (unless it is a staff governor). Governors can attend any training session that they feel is appropriate to them and they are encouraged to attend the designated training for new Governors.

Opportunities to join a committee are offered and Governors can become a Link Governor for a Department or for Safeguarding, Data or Pupil Premium when there is a vacancy.

**Organisational Structure**

The Board of Directors of Bishop Luffa School devolves the responsibility of the day to day running of the school to the Headteacher and the Leadership Team. Their activities and decisions are monitored through a number of Directors' committees. The main committees are:

Resources Committee	I Creswick, Chair
Curriculum and Progress Committee	J Wilson, Chair
Admissions Committee	S Joshua, Chair
Staffing Committee	N Hoggarth, Chair

These committees meet at least once per term and most are attended by at least one member of the Leadership Team. The Headteacher attends all meetings.

*Resources Committee*

The School Business Manager prepares the financial data and meets with the Headteacher prior to the Resources Committee meetings. The Business Manager reports on the actual income and expenditure figures for the year to date and the forecast to the end of the financial year. The School Architect provides a report every meeting with regard to buildings and the Health and Safety representative provides a termly report. The Chairman reports to the full Board of Directors.

*Curriculum and Progress Committee*

The Headteacher reports to the committee on any curriculum changes and on targets and achievement. The Chairman reports to the full Board of Directors.

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

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*Admissions Committee*

The committee reviews the Admissions Policy, having regard to the School Admissions Code and the Academy Funding Agreement Annex B. The Committee also considers applications and allocates places in accordance with the Admissions Policy. Changes to the Admissions Policy are referred to the Board of Directors for approval. The Chairman reports to the full Board of Directors.

*Staffing Committee*

The Staffing Committee monitors and reviews appraisal and professional development, recruitment, the Pay Policy and other policies which deal with staffing issues. Changes to policies and recommendations for sabbatical leave are referred to the Board of Directors for approval. The Chairman reports to the full Board of Directors.

*Faith & Worship Committee*

This committee monitors and reviews the spiritual health of the school. It evaluates the school's quality and effectiveness in meeting its holistic vision for the education of our young people. The Chairman reports to the full Board of Directors.

*Drugs Policy Review Group*

This committee meets annually and reviews the school's Drugs Policy. The Chairman reports to the full Board of Directors.

**Arrangements for Setting Pay and Remuneration of Key Management Personnel**

When the school converted to academy status on 1 December 2013 all staff retained the same terms and conditions of employment.

The Leadership Team's pay is reviewed annually by a Directors' Leadership Team Review Group. Teaching staff of the Leadership Team have their salary set within an individual salary range in line with the Standard Teachers Pay and Conditions Document. The School Business Manager is paid on the Hay Grade Scale and is reviewed by the same group.

The Headteacher's pay is reviewed annually by a Directors' Headteacher Pay Review Group in line with the Standard Teachers Pay and Conditions Document.

**Trade Union facility time**

The school has a Union representative for the teaching body and one for the Support Staff.

*Relevant Union Officials*

Number of employees who were relevant union officials during the relevant period - 2

Full Time Equivalent Employee Number - 1.6

(Teaching union representative - 1, Support Staff union representative - 0.6)

*Percentage of Time Spent on facility time*

Percentage of time	Number of employees
1-50%	2

*Percentage of Pay bill Spent on facility time*

Total Cost of facility time	£1,092
Total pay bill	£4,461,720
Percentage of the total pay bill spent on facility time	0.02%

*Paid trade union activities*

Time spent on paid trade union activities as a percentage of total paid facility time hours	100%
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**BISHOP LUFFA SCHOOL**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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**Connected Organisations including Related Party Relationships**

As a Church of England Academy, the school has a close working relationship with Chichester Diocese. This is illustrated in the makeup of the Academy Trust's members and the objects of the school as set out in the Articles of Association which refers to developing the school with a designated Church of England religious character offering a broad and balanced curriculum conducted in accordance with the principles, practices and tenets of the Church of England.

**Objectives and Activities**

**Objectives, Strategies and Activities**

Bishop Luffa is an 11-18 Church of England mixed comprehensive school. We aim to foster the intellectual, social, creative, physical, moral and spiritual development of all our pupils, specifically:

... spiritually and morally:

- enable our pupils to acquire a sound knowledge and understanding of the Christian religion, and to give them the opportunity to experience and participate in Christian worship
- give our pupils a balanced introduction to the study of major world religions and creeds
- help all our pupils to make up their own minds about their own system of beliefs and spiritual values
- give our pupils clear guidance by both precept and example about the significance of moral choices for all human beings

... socially:

- promote in all pupils self-respect, leading to tolerance of and respect for other people, regardless of differences of age, ability, sex, class, colour, culture, nationality or religion
- prepare them for the responsibilities involved in parenthood and in citizenship of the country and of the world
- foster in them understanding of, and respect for justice and democracy as the basis for our personal freedom
- help them to appreciate something of the complexity of the modern world, and of Britain's place in it

... in their learning:

- foster in pupils an enthusiasm for learning and discovery
- enable them to develop lively and enquiring minds, and to learn how to think logically and to discuss and argue rationally
- encourage in all pupils the acquisition of good study skills and habits
- create a learning environment that encourages all pupils to reach their full academic potential, and to obtain academic qualifications worthy of their abilities

... in their skills and knowledge:

- provide for all pupils an adequate and appropriate grounding in literacy and numeracy
- develop in all pupils respect for, and experience in, the applied knowledge and practical skills required for leaving school with the ability to cope with the demands of a changing world
- encourage the development of pupils' physical and sporting skills

... in their understanding of themselves and others

- assist pupils in their emotional development and to grow in self-confidence
- give all pupils opportunities for developing their sense of responsibility
- foster the growth of their cultural and aesthetic awareness, and to encourage the development of their creative talents
- help them to assess and take responsibility for their own personal and academic progress and choice of career



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

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Bishop Luffa School seeks to demonstrate the values and relationships of a Christian community at work. Both distinctively Christian and also inclusive, we see each child as a unique person with a God-given individual identity. We strive to help children learn to live together and work for the common good, not just for themselves. We recognise that only in giving due importance to moral and spiritual development can a child grow into a mature adult.

Our curriculum and pastoral arrangements are not an end in themselves. They are the means to develop our pupils into whole, happy and well-educated people. This is a joint enterprise between pupil, school, home, church and the wider community. Each plays a vital role in realising our vision:  
"Always our best because everyone matters"

With the shared involvement of every individual, we aspire to be a confident outward-looking Christian community in which every member

- enjoys creative, dynamic and reflective learning
- is supported, challenged and equipped for the future
- values and takes responsibility for themselves and others
- relies on and builds supportive and lasting relationships"

As a National Teaching School, we reach out to support and work closely with our partners in the Blue Flag Teaching School Alliance, comprising 20 primary, secondary and special schools.

We aspire for pupils to be happy and healthy, stimulated by the intellectual, social, creative, physical, moral and spiritual challenges and opportunities offered at school; to be resourceful, reflective and resilient; and to be able to learn effectively both as an individual and in a team.

We aspire for staff to grow in skill and expertise through carefully-developed support and guidance, to be outward-looking and to share a passion for their subject that inspires pupils and colleagues alike.

We aspire for parents to feel part of their child's education and to see themselves as partners to enable their child to realize his or her potential.

We aspire for directors to be involved in and enthused by the school's enterprise, and to act as critical friends to support the school in its ambitions for its young people.

**Public Benefit**

The Directors confirm that they have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when reviewing the charity's aim and objectives and in planning future activities. In particular, Directors consider how planned activities will contribute to the academy's aims and objectives.

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

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**Strategic Report**

**Achievements and Performance**

The analysis of the Key Performance Indicators below is based upon the outstanding GCSE and strong A-Level exam results obtained in the summer of 2018. The grades are compared to Faculty projections submitted in the spring term to assess the accuracy of these projections in informing interventions. All progress 8 scores should be treated with great caution as the P8 can only be calculated when national data is available and this is not at the time of producing this report. Changes to a number of subjects grading this year mean that values for P8 are very unreliable and these subjects have a big impact on overall P8. The estimated overall Progress 8 score for 2018 is 0.52 compared to 0.3 in 2017.

There have been significant changes to GCSEs this year and as a result it has been difficult for faculties to accurately project outcomes without grade boundaries or fully tested mark schemes for the new exams; although results are lower than projections and just below targets the gap is small reflecting the hard work that has been done to produce accurate assessments. Girls have again outperformed boys in terms of average grade and in terms of progress, there is a marked difference in the relative performance on the 9-5 En and Ma measure between boys and girls which suggests that this may be an area for further investigation.

Pupils have exceeded projections in English and the EBacc in terms of progress. There remains a significant progress gap in English with boys on average making 0.7 of a grade less progress than girls. English progress is less than Maths and EBacc mainly due to this gender difference. English projections appear conservative and are less accurate for boys than girls. There is small gender gap in Maths with boys making more progress than girls and projections seem to have been high. The EBacc progress exceeds projections significantly, with all EBacc subjects moving to new GCSE's this year it is not a surprise that projections were conservative and it will be interesting to see what impact these changes have on the national data and on the actual P8 figures. The Open slot again appears to be contributing the least to the P8 score.

There remains a gap between the progress of FSM pupils and non FSM pupils in English and Maths but it is very encouraging to see that this gap is much smaller than 12 months ago and that results exceed projections in terms of progress made for both subjects. SEN K pupils have performed well in both English and maths.

The breakdown of progress in English shows that, as projected, middle ability pupils have made the most progress. In English there is a considerable gender gap across the ability range with boys doing less well than girls. In both English and Maths the upper ability band are the ones which appear to have made least progress and in English it is here that the gender gap is largest. The gender gap is reduced in Maths but boys continue to perform better than girls across the board.

The progress rates of the FSM and disadvantaged pupils are much closer to non-disadvantaged pupils this year but there remains a gap of almost half a grade in terms of progress. The cohort remains small and a more detailed analysis of individual results is needed to understand who underperformed and what more, if anything could be done.

CLA progress appears to be a cause for a concern, the cohort is small and we are aware of very specific issues affecting individuals in the lead up the exams, so this result does not come as a surprise.

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

**Key Performance Indicators**

**GCSE**

	2017 target	2017 actual	2018 target+	2018 actual	2019 target
Attainment 8' (10 entries)	61	55.7	58	57.8	57
Average points score per entry 'Attainment 8'	6.1	5.6	5.8	5.8	5.7
Average grade score Maths	6.4	5.6	5.8	5.7	5.6
Average grade score English	6.3	6.0	6.2	5.9	5.8
Average grade score Ebacc Pillar	6.1	5.3	5.5	5.9	5.7
Average Grade EBacc				5.1	5.0
Average grade score Open	6.2	5.5	6.2	5.7	5.8
% pupils attaining a grade 5 or above in English and Maths (strong)	74	64	67	66	63
% pupils attaining a grade 4 or above in English and Maths (standard)	81	82	83	85	84
% pupil entered for the EBacc		48		33	
% pupils entered who attained Ebacc (standard pass)		77	80	92	
% pupils attaining at least two 9-4 grades in Science	85	85	87	90	87
Progress 8	0.5	0.3	0.5	0.47	0.5

A Level results were strong but the school has identified areas with there is room for improvement. Girls progress was below boys, particularly at the upper end of the prior attainment range. There was significant improvement in the results achieved in PE and the school is clear on which subject areas require further improvement. There is a complex situation with lower university entries requirements and new terminal examinations in a number of subjects.

The school's new Key Stage 5 effort grade system is more in line with the KS3/4 model and is based on the Vision, Effort, Systems, Practice, Attitude system present in KS5, this will allow for better targeting and intervention with students in the areas they are underperforming. The school will focus on assessment systems and pedagogy to enable girls to perform better in terminal exams.

**A- Level**

	2017 target	2017 actual	2018 target	2018 actual	2019 target
%A*- B grades at					
A level (new and legacy courses)	65	59.6	65	58	65
% A*-E Grades awarded at					
A level (new and legacy courses)	100	97.8	100	99	100
Average points score for Sixth Form curriculum per entry*	40	37.1	40	37	40
Average point score for Sixth Form curriculum per student*	125	112.4	125	112	130
Value Added (estimated)		+0.04	+0.4	+0.02"	+0.4
% Retention from Year 12–Year 13		97	100	89	100

\* Sixth Form curriculum is the sum of A levels, Core Maths (AS equivalence) and Extended Project (AS equivalence) "based on provisional results

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

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The School was in its fifth year since founding the Blue Flag Teaching School Alliance, which has successfully recruited teachers on School Direct, established subject hubs for the Area's secondary schools, brokered leadership training for middle leaders and built up a network of Research & Development groups that are having an impact on the quality of teaching across the Alliance.

The Christian ethos of Bishop Luffa School is characterised by our mission statement, summarised as "Always our best because everyone matters", and is supported by a rich culture of worship, drama, music, sport, trips and visits (including a Sixth Form visit to Mbeya Tanzania) and House activities.

**Going Concern**

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

**Financial Review**

**Financial and Risk Management Objectives and Policies**

The majority of Bishop Luffa School's income is obtained from the Education Funding Agency in the form of recurrent grants, the use of which is restricted to particular purposes. The grants received from the EFA during the period 1 September 2017 to 31 August 2018 and the associated expenditure is shown as restricted funds in the Statement of Financial Activities.

Other income is derived from school lettings, payments for school trips, donations and by staff at Bishop Luffa School undertaking outreach work supporting other schools, pupils and students.

The expenditure was used to support the key priorities of Bishop Luffa School, as detailed in the School Development Plan, in providing education for pupils and students aged 11 to 19 and enhancing their opportunities. In all financial transactions best value was considered when making decisions

The school's main financial key performance indicator is the ability to publish a balanced budget in the light of significantly increased and unfunded National Insurance and Teachers' Pension Scheme costs. The forecast in-year deficit for 2017-18 is c£51,000 due to these continuing unmanageable costs. The size of the potential in-year deficit is reduced compared to 2016-17 principally due to the staff reductions, in both teaching and support personnel, made in 2016. During 2017-18 the school has benefited from GAG and in-year Non GAG Pupil Premium funding and has operated an exceptionally lean staffing allocation. This has resulted in the school being able to publish an in-year surplus outturn for 2017-18.

During the year the school has continued to lobby local and central government concerning the funding crisis and the DfE has been consulting on a new National Funding Formula. The detail of the new Formula is still taking shape, however, the Local Authority have recently announced that the move to a 'hard NFF' will be delayed until at least 2021-22 and until this time West Sussex County Council will determine the per-pupil funding rate for its schools. The original expectation is that all schools would be funded at a rate of £4,800 per pupil from 2020-21. The school continues to work closely with directors to plan its on-going financial security. However, whilst three year forecasts are discussed with the Resources committee, these are based on a funding model which is currently uncertain.

With the retirement of Mr Nick Taunt (Headteacher) from 31 August 2018 the school will lose its Teaching School status. The out-going Headteacher was a National Leader of Education and this was one of the main criteria for affording the Teaching School status. During 2018-19 the School will move to operating and potentially growing its Schools Direct operation, whilst winding-up current TSA projects. The school's budget for 2018-19 allows for the school's Teaching School status removal in terms of no longer receiving the Teaching School Core Grant.

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

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The school has successfully completed the refurbishment of its Humanities Block using Condition Improvement Funding from the ESFA. The funding enabled the school to create classrooms that can accommodate 30 pupils and supported the increase in its Published Admission Limit. The increase in the school's PAL from 2016 equates to an increase of c£400,000 in pupil funding over the five years to 2021. This increase in pupil funding will go some way to off-set the increase in unfunded costs as detailed above.

In addition the school holds £298,288 in un-restricted reserves and £85,700 in restricted funds at 31 August 2018 and will be used to off-set the budgeted 2018-19 in year deficit, in line with the Reserves Policy.

Total funds held at 31 August 2018 are £15,266,625 made up of Restricted Fixed Asset Funds £15,715,963, Restricted Funds -£747,626 (made up of Teaching School Reserve and other educational activities totalling £158,374, less a pension reserve of £906,000), and Unrestricted Funds £298,288.

The £906,000 deficit in respect of the Local Government Pension Scheme (FRS 102 report 31 August 2018) has reduced by £337,000 from 2017. Employers' pension contributions were increased from 18.3% for April 16 to March 17 to 19.7% for each of the fiscal years through to 31 March 2020. We have reflected the effect of increased pension costs in our future budgets. In addition the lump sum payment increased to £26,000 for 2017/18 and 18/19 and will increase further to £27,000 for 2019/20. Increased pension contributions will be met from the academy trust's budgeted annual income, and whilst the deficit might not be eliminated, there should be no actual cash flow deficit on the fund, or direct impact on the free reserves of the academy trust as a result of recognising the deficit.

In terms of measuring the school's financial performance against other schools, the Business Manager undertakes benchmarking by using the Department for Education Benchmarking website and West Sussex Business Manager Network. The group meets termly and shares best practice across all areas of procurement and expenditure.

#### **Reserves Policy**

Our aim is to effectively utilise its allocated funding each year for the full benefit of current pupils and students. However, we also consider it necessary to carry forward some reserves to:

- Try to cover increases in unfunded staff related fixed costs, reduction in grant income due to funding changes and fluctuating Sixth Form student numbers;
- Provide sufficient working capital to cover delays between spending and receipt of grants;
- Cover expenditure required for unforeseen circumstances, such as urgent maintenance.

The unrestricted funds stand at £298,288 at 31 August 2018 with £158,374 restricted general funds available having excluded the pension reserve; therefore the net surplus is £456,662. Restricted Fixed Asset Funds of £15,715,963 can only be realised by disposing of tangible fixed assets.

#### **Investment Policy**

Our objective is to maximise investment on any long term accrued balances in order to protect those balances against inflation. All investments will be made ensuring there is no tangible risk to the loss of those funds. Principles:

- Regularly monitor cash flow and current account balances to ensure immediate financial commitments can be met
- Identify funds surplus to the immediate cash requirements and transfer these to an account bearing a higher interest rate
- Only invest in risk free and easily accessible accounts
- Periodically (at least annually) review interest rates and compare with other investment opportunities

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

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**Principal Risks and Uncertainties**

The School maintains a Risk Management Policy and associated Risk Register which are reviewed annually and termly respectively.

Bishop Luffa School is at financial risk if it is unable to meet rising fixed staff associated costs and sustain Sixth Form student numbers. This is reflected in the Reserves policy and carefully monitored throughout the year and amendments made to the budget in order to compensate for anticipated changes.

There is a financial risk to the school if fixed costs cannot be met and funding cuts continue. The school made the strategic decision to increase its Pupil Admission Limit to 240 from September 2016 and this will result in an increase in pupil funding by £400,000 after 5 years (£80,000 per year).

**Fundraising**

As part of its work within the community, the academy trust undertakes fundraising activities, for example through cake sales, non-uniform days etc. The academy trust raises funds in order to support its House charities, Sixth Form local and national charities and has organised whole school sponsored walks where funds raised have supported major school developments. The academy trust undertakes all such activities itself, with the help of its students and their families. We confirm that when fundraising:

- No unsolicited approaches are made to members of the public.
- No commercial participators are used.
- No regularity schemes or standards are applicable
- No complaints were made to the academy trust during the year

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**BISHOP LUFFA SCHOOL**  
**(A company limited by guarantee)**

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

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**Plans for Future Periods**

School Development Plan Overarching Priorities 2016-2020  
*Always our best because everyone matters*

- First and foremost a distinctively Christian and inclusive school
- Recognised as one of the top schools locally and nationally
- Considered the best school and Sixth Form locally for developing the whole person to be resourceful, resilient, reflective, confident, independent and caring
- Fully subscribed and considered the first choice for children with church connexions and those in the local community
- Rated outstanding by Ofsted and SIAMS
- Financially secure and working effectively within the financial constraints
- Continually developing best practice in the curriculum, assessment and pastoral systems
- Fully staffed with top quality staff who enjoy working at the school
- Our buildings and environment supporting teaching and learning and providing a resource for the community
- Using technology as a tool to encourage deeper learning
- Outward-looking and collaborative in all we do

School Development Plan Priorities 2018-19  
*Always our best because everyone matters*

*We aim to create an exciting learning environment and provide a rich, diverse, challenging education through innovative teaching.*

Our School Priorities are to:

- Ensure that every student experiences quality first teaching in every lesson
- Reduce in-school variation in rates of progress for all students
- Ensure that higher ability learners achieve their potential at KS5
- Develop strategies to promote positive mental health
- Distribute leadership across the whole school

School National Exam Targets 2018-19

Year 11			
Progress 8	4+ Basics	5+ Basics	% 7-9
0.5	84	63	35
Year 13			
% A*-B	% A*-C	Avg. Grade	ALPS
65	90	B	3

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**BISHOP LUFFA SCHOOL**  
**(A company limited by guarantee)**

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

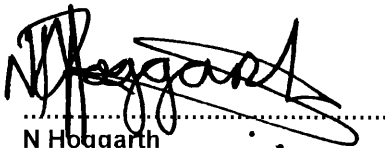
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**Auditors**

Insofar as the trustees are aware:

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

The Trustees' report, incorporating a strategic report, approved by order of the board of trustees, as the company directors on 27 November 2018 and signed on the board's behalf by:



N Hoggarth  
Chair of Trustees



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**BISHOP LUFFA SCHOOL**  
**(A company limited by guarantee)**

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**GOVERNANCE STATEMENT**

---

**Scope of Responsibility**

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

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

**Governance**

The information on governance included here supplements that described in the Trustees' Report and in the Statement of Trustees' Responsibilities. The board of trustees has formally met 6 times during the year. Attendance during the year at meetings of the board of trustees was as follows:

<b>Trustee</b>	<b>Meetings attended</b>	<b>Out of a possible</b>
N Hoggarth, Chair – Foundation Director	6	6
J Wilson, Vice-chair – Foundation Director	4	6
Q Cox – Foundation Director	2	2
I Creswick – Foundation Director	6	6
G Ewins – Foundation Director	4	6
S Holland – Ex-officio Foundation Director	5	6
D Jarratt – Foundation Director	5	6
S Joshua – Foundation Director	5	6
M Lumley – Foundation Director	6	6
R Moriarty – Foundation Director	2	2
B Dempster – Foundation Director	6	6
A Taylor-Bennett – Foundation Director	4	6
A Doye – Foundation Director	4	5
N Taunt – Headteacher	6	6
L Eames – Staff Director	6	6
R Topley – Staff Director (*maternity leave)	1*	6
C Bacon – Parent Director	4	4
B Ghinelli – Parent Director	2	4
N Shaw – Co-opted Director	3	3

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**BISHOP LUFFA SCHOOL**  
**(A company limited by guarantee)**

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**GOVERNANCE STATEMENT (continued)**

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The Resources committee is a sub-committee of the main board of trustees. Its purpose is to exercise stewardship of:

All funds entrusted to the school. This is carried out by:

- a. deciding how the delegated school budget share is to be spent, ensuring that it reflects as far as possible the priorities established in the School Development Plan
- b. ensuring that accurate records are kept
- c. ensuring that a sound financial management system is in place
- d. ensuring that regular monitoring is maintained
- e. maintaining a strategic overview of long term financial planning and asset management
- f. working with the Responsible Officer and the Auditor, ensuring they are accorded full co-operation and receiving and considering their reports
- g. reporting on its deliberations to the Board of Directors at least twice a year
- h. seeking to promote a climate of financial discipline and control to help ensure the highest standards of probity and efficiency
- i. investigating any activity that it deems relevant to its inquiries and seeking any information from staff that it requires.

The school buildings and grounds. This is carried out by:

- a. an Annual Review ensuring that the premises are maintained in a good and safe state of repair and decoration so as to comply with current Health and Safety Regulations, and School Security
- b. initiating projects to enhance or adapt the premises so as to provide the best possible conditions for the academic needs of the school, in line with the School Development Plan, and the needs of those using the premises
- c. ensuring that the school buildings and the contents are adequately insured
- d. maintaining an overview of Health and Safety and School Security issues, ensuring that any concerns are addressed, and reviewing the Health and Safety Policy at yearly intervals

During this period Directors have overseen the extra financial management in connection with the school's Condition Improvement funding.

Attendance at meetings in the year was as follows:

<b>Trustee</b>	<b>Meetings attended</b>	<b>Out of a possible</b>
I Creswick, Chair – Foundation Director	5	5
Q Cox – Foundation Director	1	2
G Ewins – Foundation Director	4	5
N Hoggarth – Foundation Director	3	5
N Taunt - Headteacher	5	5
B Dempster – Foundation Director	4	5
C Bacon – Parent Director	3	3

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**BISHOP LUFFA SCHOOL**  
**(A company limited by guarantee)**

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**GOVERNANCE STATEMENT (continued)**

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**Review of Value for Money**

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

The accounting officer considers how the trust'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 available. The accounting officer for the academy trust has delivered improved value for money during the year by directors ensuring the four principles of 'best value' are applied:

- **Challenge** – why, how and by whom is an activity carried out. Is the service delivered effectively – could it be done differently?
- **Compare** – through the use of locally and national produced performance statistics, how our school's financial and pupil performance compares with that of others
- **Consult** – seeking the views of parents, pupils, staff and Directors on services provided, through surveys, questionnaires and feedback meetings
- **Compete** – how does the school ensure efficient, effective and quality services? Making good use of advice and support from existing providers and seeking new and imaginative alternatives.

These principles are applied by the Directors, Headteacher and Leadership Team when allocating resources to promote the aims and values of the school, when targeting resources to improve standards and the quality of the provision and to best support the educational needs of the pupils.

Bishop Luffa School is committed to:

1. Raising Student attainment and improving educational outcomes

Bishop Luffa School is high performing and consistently achieves significantly above national expectations. This applies across the curriculum, including English and Mathematics which is a key national indicator.

2. Pupil Premium

All pupils at Bishop Luffa School are set aspirational academic targets in each of their subjects. Every pupil's performance is tracked and analysed against these targets throughout the academic year.

Focused interventions are introduced to support pupils who are not on track to meet their targets. Whilst these interventions are targeted to support pupils eligible for Pupil Premium (some of whom may also have a special educational need and/or disability) it is recognised and celebrated that many interventions have significant benefits for non-Pupil Premium pupils also.

Subject teachers, through their Heads of Faculty, can request targeted support for pupils who are not on track, and funding for Pupil Premium pupils is agreed by Mrs Collins-Ballands. Heads of House take the overview of a pupil's progress across the curriculum and use Pupil Premium funding for more generic intervention. They meet in September with the Head of KS4 and the Deputy Head to review previous intervention strategies and plan new strategies for the coming year. These are then reviewed regularly and modified accordingly. Heads of House also speak to pupils and their parents about their needs and possible intervention strategies. Funding is used during the year to ensure that students are helped to achieve their full potential.

As a Church School, we are committed to the intellectual, social, creative, physical, moral and spiritual development of all our pupils. We aspire to be a confident outward-looking Christian community.

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**BISHOP LUFFA SCHOOL**  
**(A company limited by guarantee)**

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**GOVERNANCE STATEMENT (continued)**

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3. Income generation

The School explores all opportunities to generate income to further support the school. Over the last academic year the school has:

- hired out staff from RE, Maths, PE and the Leadership Team on a regular basis generating over £15,000.
- maintained lettings income again, to over £32,000

4. A review of Local Authority services will lead to notice being given on a select number of central services e.g. Estate services (Mechanical and Electrical), where much better value can be obtained in the private sector. Whilst HR services are good via WSCC, Capita Payroll offers very little value for money and the school is working towards taking its Payroll and HR services in-house at the earliest opportunity. This in turn will allow the school to offer a Payroll service to other local schools in due course.

In addition, during 2017-18 the Business Manager has secured excellent value contracts for its new whole school photocopying and printing service through the DfE multi-device procurement framework (£10,000 saved in copy costs in 2017-18) and also for a new two year fixed energy contract, utilising a pre-contract bulk purchase arrangement.

**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 Bishop Luffa School 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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**BISHOP LUFFA SCHOOL**  
**(A company limited by guarantee)**

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**GOVERNANCE STATEMENT (continued)**

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**The Risk and Control Framework**

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

- comprehensive budgeting and monitoring systems with an annual budget and periodic financial reports which are reviewed and agreed by the board of trustees;
- regular reviews by the Resources committee of reports which indicate financial performance against the forecasts and of major purchase plans, capital works and expenditure programmes;
- setting targets to measure financial and other performance;
- clearly defined purchasing (asset purchase or capital investment) guidelines;
- delegation of authority and segregation of duties;
- identification and management of risks.

The board of trustees has considered the need for a specific internal audit function and has decided to appoint Mr B Dempster (Director) as the Responsible Officer, responsible direct to the board.

The Responsible Officer's role includes giving advice on financial matters and performing a range of checks on the academy trust's financial systems. The Responsible Officer reports to the board of trustees through the Resources committee on the operation of the systems of control and on the discharge of the board of trustees' financial responsibilities. The Responsible Officer has completed two checks during the period.

The board delegates to the Resources committee the authority to receive the Responsible Officer's report, and to take appropriate action, and to report to the board accordingly.

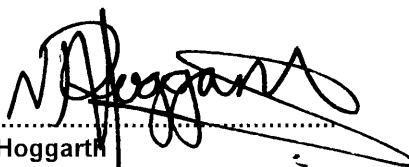
**Review of Effectiveness**

As accounting officer the Headteacher has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by:

- the work of the Responsible Officer;
- the work of the external auditor;
- the work of the executive managers within the academy trust who have responsibility for the development and maintenance of the internal control framework.

The Accounting Officer has been advised by the Resources committee of the implications of the result of their review of the system of internal control. No weaknesses were identified.

Approved by order of the members of the board of trustees on 27 November 2018 and signed on their behalf, by:

  
.....  
N Hoggarth  
Chair of Trustees

  
.....  
A Hindman  
Accounting Officer

---

**BISHOP LUFFA SCHOOL**  
**(A company limited by guarantee)**

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**STATEMENT ON REGULARITY, PROPRIETY AND COMPLIANCE**

---

As Accounting Officer of Bishop Luffa School 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.



**A Hindman**  
**Accounting Officer**

Date: 27 November 2018

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**BISHOP LUFFA SCHOOL**  
**(A company limited by guarantee)**

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**STATEMENT OF TRUSTEES' RESPONSIBILITIES**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

---

The Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for preparing the Strategic report, 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:

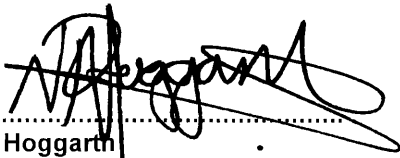
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP 2015 and the Academies Accounts Direction 2017 to 2018;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting 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 November 2018 and signed on its behalf by:

  
.....  
N Hoggarth  
Chair of Trustees

---

**BISHOP LUFFA SCHOOL**  
**(A company limited by guarantee)**

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**INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF BISHOP LUFFA SCHOOL**

---

**OPINION**

We have audited the financial statements of Bishop Luffa School (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 FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the Academy's affairs as at 31 August 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 Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Academy in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**CONCLUSIONS RELATING TO GOING CONCERN**

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

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



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**BISHOP LUFFA SCHOOL**  
**(A company limited by guarantee)**

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**INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF BISHOP LUFFA SCHOOL**

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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 Auditors' 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.

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**BISHOP LUFFA SCHOOL**  
**(A company limited by guarantee)**

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**INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF BISHOP LUFFA SCHOOL**

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

**AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

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

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

**USE OF OUR REPORT**

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



Richard Hurst FCA (Senior statutory auditor)  
for and on behalf of

**Hopper Williams & Bell Limited**

Statutory Auditor  
Highland House  
Mayflower Close  
Chandlers Ford  
Eastleigh  
Hampshire  
SO53 4AR

Date: 11 December 2018

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**BISHOP LUFFA SCHOOL**  
**(A company limited by guarantee)**

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**INDEPENDENT REPORTING ACCOUNTANTS' ASSURANCE REPORT ON REGULARITY TO BISHOP LUFFA SCHOOL AND THE EDUCATION & SKILLS FUNDING AGENCY**

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In accordance with the terms of our engagement letter dated 4 September 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 Bishop Luffa School 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 Bishop Luffa School and the ESFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to Bishop Luffa School 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 Bishop Luffa School and the ESFA, for our work, for this report, or for the conclusion we have formed.

**RESPECTIVE RESPONSIBILITIES OF BISHOP LUFFA SCHOOL'S ACCOUNTING OFFICER AND THE REPORTING ACCOUNTANT**

The Accounting Officer is responsible, under the requirements of Bishop Luffa School's funding agreement with the Secretary of State for Education dated 1 December 2013, 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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**BISHOP LUFFA SCHOOL**  
**(A company limited by guarantee)**

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**INDEPENDENT REPORTING ACCOUNTANTS' ASSURANCE REPORT ON REGULARITY TO BISHOP LUFFA SCHOOL AND THE EDUCATION & SKILLS FUNDING AGENCY (continued)**

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**SUMMARY OF WORK UNDERTAKEN**

We carried out the following:

- planning of assurance procedures including identifying key risks;
- substantive testing including analytical review;
- concluding on procedures carried out.

Substantive testing included the following procedures:

- confirming that activities conform to the Academy's framework of authorities;
- considering the evidence supporting the Accounting Officer's statement on regularity, propriety and compliance;
- evaluating the general control environment of the Academy;
- testing a sample of transactions to consider whether the transaction is permissible within the Academy's framework of authorities;
- confirming whether any extra-contractual payments have been made and whether appropriate authority was obtained;
- reviewing documentation for evidence of borrowing and confirming if approval was obtained from the ESFA;
- confirming whether ESFA approval was obtained for any disposals of assets;
- reviewing the internal control procedures relating to credit cards;
- reviewing for any indication of purchases for personal use by staff or officers;
- reviewing the list of suppliers to consider whether supplies are from related parties;
- considering whether income generating activities are permissible within the Academy's charitable objects;
- reviewing whether lettings to related parties are made at favourable rates.

**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.



Richard Hurst FCA

**Hopper Williams & Bell Limited**

Statutory Auditor  
Highland House  
Mayflower Close  
Chandlers Ford  
Eastleigh  
Hampshire  
SO53 4AR

Date: 11 December 2018

**BISHOP LUFFA SCHOOL**  
(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	-	48,954	41,452	90,406	868,529
Charitable activities	3	-	7,045,291	-	7,045,291	6,954,492
Teaching schools	25	-	47,539	-	47,539	220,864
Other trading activities	4	32,539	-	-	32,539	31,921
Investments	5	672	-	-	672	1,021
<b>TOTAL INCOME</b>		<b>33,211</b>	<b>7,141,784</b>	<b>41,452</b>	<b>7,216,447</b>	<b>8,076,827</b>
<b>EXPENDITURE ON:</b>						
Charitable activities		-	7,249,368	371,791	7,621,159	7,310,748
Teaching schools	25	-	69,176	-	69,176	126,553
<b>TOTAL EXPENDITURE</b>	6	-	<b>7,318,544</b>	<b>371,791</b>	<b>7,690,335</b>	<b>7,437,301</b>
<b>NET INCOME / (EXPENDITURE) BEFORE TRANSFERS</b>						
		33,211	(176,760)	(330,339)	(473,888)	639,526
Transfers between Funds	16	-	(89,478)	89,478	-	-
<b>NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>						
		33,211	(266,238)	(240,861)	(473,888)	639,526
Actuarial gains on defined benefit pension schemes	20	-	562,000	-	562,000	646,000
<b>NET MOVEMENT IN FUNDS</b>		<b>33,211</b>	<b>295,762</b>	<b>(240,861)</b>	<b>88,112</b>	<b>1,285,526</b>
<b>RECONCILIATION OF FUNDS:</b>						
Total funds brought forward		265,077	(1,043,388)	15,956,824	15,178,513	13,892,987
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>298,288</b>	<b>(747,626)</b>	<b>15,715,963</b>	<b>15,266,625</b>	<b>15,178,513</b>


The notes on pages 30 to 53 form part of these financial statements.

**BISHOP LUFFA SCHOOL**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 08749379**

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

	Note	£	2018 £	£	2017 £
<b>FIXED ASSETS</b>					
Tangible assets	13		15,715,963		15,846,124
<b>CURRENT ASSETS</b>					
Debtors	14	247,108		192,254	
Cash at bank and in hand		665,366		1,016,822	
		<u>912,474</u>		<u>1,209,076</u>	
<b>CREDITORS:</b> amounts falling due within one year	15	<u>(455,812)</u>		<u>(633,687)</u>	
<b>NET CURRENT ASSETS</b>			<u>456,662</u>		<u>575,389</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>16,172,625</u>		<u>16,421,513</u>
Defined benefit pension scheme liability	20		<u>(906,000)</u>		<u>(1,243,000)</u>
<b>NET ASSETS INCLUDING PENSION SCHEME LIABILITIES</b>			<u><u>15,266,625</u></u>		<u><u>15,178,513</u></u>
<b>FUNDS OF THE ACADEMY</b>					
Restricted income funds:					
Restricted income funds	16	158,374		199,612	
Restricted fixed asset funds	16	15,715,963		15,956,824	
Restricted income funds excluding pension liability		<u>15,874,337</u>		<u>16,156,436</u>	
Pension reserve		<u>(906,000)</u>		<u>(1,243,000)</u>	
Total restricted income funds			<u>14,968,337</u>		<u>14,913,436</u>
Unrestricted income funds	16		<u>298,288</u>		<u>265,077</u>
<b>TOTAL FUNDS</b>			<u><u>15,266,625</u></u>		<u><u>15,178,513</u></u>

The financial statements on pages 27 to 53 were approved by the Trustees, and authorised for issue, on 27 November 2018 and are signed on their behalf, by:

  
 N Hoggarth  
 Chair of Trustees

The notes on pages 30 to 53 form part of these financial statements.

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**BISHOP LUFFA SCHOOL**  
**(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 (used in)/provided by operating activities	18	<u>(109,826)</u>	<u>1,027,234</u>
<b>Cash flows from investing activities:</b>			
Purchase of tangible fixed assets		<u>(241,630)</u>	<u>(1,286,740)</u>
<b>Net cash used in investing activities</b>		<u>(241,630)</u>	<u>(1,286,740)</u>
<b>Change in cash and cash equivalents in the year</b>		<b>(351,456)</b>	<b>(259,506)</b>
Cash and cash equivalents brought forward		<u>1,016,822</u>	<u>1,276,328</u>
<b>Cash and cash equivalents carried forward</b>	19	<u><u>665,366</u></u>	<u><u>1,016,822</u></u>

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**BISHOP LUFFA SCHOOL**  
**(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.

Bishop Luffa School constitutes a public benefit entity as defined by FRS 102.

**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.

Investment income, gains and losses are allocated to the appropriate fund.



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**BISHOP LUFFA SCHOOL**  
**(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 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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**BISHOP LUFFA SCHOOL**  
**(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.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is not charged on freehold land. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Land	-	Not provided
Buildings	-	2% - straight line
Furniture and fixtures	-	15% - straight line
Computer equipment	-	33% - straight line

The academy's land and buildings are occupied under a supplemental agreement from the Chichester Diocesan Fund and Board of Finance (Incorporated) whereby the premises are made available for its use, with no rental payable. The academy has concluded that in practice it has operational control over the premises and it has therefore recognised the premises as a fixed asset on its balance sheet.

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.

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**BISHOP LUFFA SCHOOL**  
**(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)**

**1.7 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.

**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 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.

**1.10 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.

**1.11 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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**BISHOP LUFFA SCHOOL**  
**(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)**

**1.12 Financial instruments**

The Academy only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the Academy and their measurement 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 14. Prepayments are not financial instruments. Amounts due to the Academy's wholly owned subsidiary are held at face value less any impairment. 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 note 15. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or other financial instruments. Amounts due to the Academy's wholly owned subsidiary are held at face value less any impairment.

**1.13 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 20, 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.

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**BISHOP LUFFA SCHOOL**  
**(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)**

**1.14 Agency arrangements**

The academy trust acts as an agent in distributing 16-19 bursary funds from the ESFA and teaching school funds from the NCTL.

Payments received and subsequent disbursements are excluded from the statement of financial activities as the trust does not have control over the charitable application of the funds. The trust did not use any of the allocation towards its own administration costs.

The funds received and paid and any balances held are disclosed in note 15.

**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 20, 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.

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

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

	Unrestricted funds 2018 £	Restricted funds 2018 £	Restricted fixed asset funds 2018 £	Total funds 2018 £	Total funds 2017 £
Donations	-	48,954	-	48,954	53,783
Capital grants	-	-	41,452	41,452	814,746
	-	48,954	41,452	90,406	868,529
<i>Total 2017</i>	-	53,783	814,746	868,529	

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

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
<b>DfE/ESFA grants</b>				
General Annual Grant (GAG)	-	6,336,752	6,336,752	6,222,842
DfE/ESFA other grants	-	130,943	130,943	132,631
	-	6,467,695	6,467,695	6,355,473
<b>Other government grants</b>				
Local authority grants	-	121,988	121,988	95,953
	-	121,988	121,988	95,953
<b>Other funding</b>				
Examination fee income	-	7,274	7,274	11,182
Other income	-	448,334	448,334	491,884
	-	455,608	455,608	503,066
	-	7,045,291	7,045,291	6,954,492
<i>Total 2017</i>	-	6,954,492	6,954,492	

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

**4. OTHER TRADING ACTIVITIES**

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	<i>Total funds 2017 £</i>
Lettings income	32,539	-	32,539	31,921
<i>Total 2017</i>	31,921	-	31,921	

**5. INVESTMENT INCOME**

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	<i>Total funds 2017 £</i>
Bank interest	672	-	672	1,021
<i>Total 2017</i>	1,021	-	1,021	

**6. EXPENDITURE**

	Staff costs 2018 £	Premises 2018 £	Other costs 2018 £	Total 2018 £	<i>Total 2017 £</i>
Academy's educational operations					
Direct costs	4,727,787	-	860,921	5,588,708	5,569,167
Support costs	997,533	366,168	668,750	2,032,451	1,868,134
Teaching schools	49,884	-	19,292	69,176	126,553
	5,775,204	366,168	1,548,963	7,690,335	7,563,854
<i>Total 2017</i>	5,621,500	340,261	1,475,540	7,437,301	

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

**7. ANALYSIS OF SUPPORT COSTS**

	Educational operations £	Total 2018 £	Total 2017 £
Technology costs	19,334	19,334	16,117
Premises costs	366,168	366,168	340,261
Governance costs	9,847	9,847	10,086
Other costs	267,778	267,778	247,353
Wages and salaries	632,215	632,215	659,364
National insurance	38,967	38,967	39,124
Pension cost	326,351	326,351	260,141
Depreciation	371,791	371,791	295,688
	<u>2,032,451</u>	<u>2,032,451</u>	<u>1,868,134</u>
<i>Total 2017</i>	<u>1,868,134</u>	<u>1,868,134</u>	

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

Included within expenditure are the following transactions:

	Total £	Individual items above £5,000 Amount £	Reason
Gifts made by the trust	241	-	

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

This is stated after charging:

	2018 £	2017 £
Depreciation of tangible fixed assets:		
- owned by the charity	371,791	295,688
Auditors' remuneration - audit	7,050	6,890
Auditors' remuneration - other services	2,797	3,196
Operating lease rentals	<u>69,500</u>	<u>55,357</u>



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

**10. STAFF COSTS**

**a. Staff costs**

Staff costs were as follows:

	<b>2018</b>	<i>2017</i>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>4,461,720</b>	4,394,284
Social security costs	<b>371,872</b>	378,447
Operating costs of defined benefit pension schemes	<b>941,612</b>	848,769
	<u><b>5,775,204</b></u>	<u>5,621,500</u>

**b. Staff numbers**

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

	<b>2018</b>	<i>2017</i>
	<b>No.</b>	<b>No.</b>
Teachers	<b>88</b>	88
Administration	<b>73</b>	74
Management	<b>9</b>	8
	<u><b>170</b></u>	<u>170</u>

**c. Higher paid staff**

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

	<b>2018</b>	<i>2017</i>
	<b>No.</b>	<b>No.</b>
In the band £60,001 - £70,000	<b>1</b>	1
In the band £90,001 - £100,000	<b>1</b>	1

**d. Key management personnel**

The key management personnel of the academy trust comprises the senior management team as listed on page 2. The total amount of staff costs in respect of key management personnel was £695,517 (2017: £627,433).

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**BISHOP LUFFA SCHOOL**  
**(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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**11. TRUSTEES' REMUNERATION AND EXPENSES**

One or more Trustees has been paid remuneration or has received other benefits from an employment with the Academy. The Principal and other staff Trustees only receive remuneration in respect of services they provide undertaking the roles of principal and 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>
L Eames	Remuneration	<b>15-20</b>	<i>15-20</i>
	Pension contributions paid	<b>0-5</b>	<i>0-5</i>
N Taunt	Remuneration	<b>95-100</b>	<i>90-95</i>
	Pension contributions paid	<b>15-20</b>	<i>15-20</i>
R Topley	Remuneration	<b>20-25</b>	<i>40-45</i>
	Pension contributions paid	<b>0-5</b>	<i>5-10</i>

During the year ended 31 August 2018, no travel and subsistence expenses were reimbursed to trustees (2017: travel and subsistence expenses totalling £152 were reimbursed or paid directly to one trustee).

**12. 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.

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

**13. TANGIBLE FIXED ASSETS**

	Land and buildings £	Furniture and fixtures £	Computer equipment £	Total £
<b>Cost</b>				
At 1 September 2017	16,365,772	124,024	341,583	16,831,379
Additions	135,579	72,389	33,662	241,630
At 31 August 2018	<u>16,501,351</u>	<u>196,413</u>	<u>375,245</u>	<u>17,073,009</u>
<b>Depreciation</b>				
At 1 September 2017	784,261	44,459	156,535	985,255
Charge for the year	249,868	27,827	94,096	371,791
At 31 August 2018	<u>1,034,129</u>	<u>72,286</u>	<u>250,631</u>	<u>1,357,046</u>
<b>Net book value</b>				
At 31 August 2018	<u>15,467,222</u>	<u>124,127</u>	<u>124,614</u>	<u>15,715,963</u>
At 31 August 2017	<u>15,581,511</u>	<u>79,565</u>	<u>185,048</u>	<u>15,846,124</u>

**14. DEBTORS**

	2018 £	2017 £
Trade debtors	4,918	26,129
Other debtors	35,937	30,143
Prepayments and accrued income	179,685	96,646
VAT recoverable	26,568	39,336
	<u>247,108</u>	<u>192,254</u>

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

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

	<b>2018</b>	<b>2017</b>
	£	£
Trade creditors	<b>45,457</b>	102,260
Other taxation and social security	<b>82,365</b>	96,367
Other creditors	<b>136,647</b>	192,843
Accruals and deferred income	<b>191,343</b>	242,217
	<b>455,812</b>	633,687
	<b>455,812</b>	633,687

Other creditors includes £28,382 (2017: £55,223) in respect of Teaching Schools grants for which the school is custodian.

	<b>2018</b>	<b>2017</b>
	£	£
<b>Deferred income</b>		
Deferred income at 1 September 2017	<b>160,608</b>	133,670
Resources deferred during the year	<b>163,184</b>	160,608
Amounts released from previous years	<b>(160,608)</b>	(133,670)
Deferred income at 31 August 2018	<b>163,184</b>	160,608
	<b>163,184</b>	160,608

Deferred income represents income from trips and other similar income which relate to the forthcoming financial year.

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**NOTES TO THE FINANCIAL STATEMENTS  
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**16. STATEMENT OF FUNDS**

	Balance at 1 September 2017 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2018 £
<b>Unrestricted funds</b>						
Reserves	265,077	33,211	-	-	-	298,288
<b>Restricted funds</b>						
General Annual Grant	-	6,336,752	(6,336,752)	-	-	-
Pupil premium	-	130,943	(130,943)	-	-	-
Teaching Schools	94,311	47,539	(69,176)	-	-	72,674
Local authority grants	-	45,158	(45,158)	-	-	-
Growth fund	-	76,830	(76,830)	-	-	-
Other educational activities	105,301	504,562	(434,685)	(89,478)	-	85,700
Pension reserve	(1,243,000)	-	(225,000)	-	562,000	(906,000)
	<u>(1,043,388)</u>	<u>7,141,784</u>	<u>(7,318,544)</u>	<u>(89,478)</u>	<u>562,000</u>	<u>(747,626)</u>
<b>Restricted fixed asset funds</b>						
Fixed asset fund	15,846,124	-	(371,791)	241,630	-	15,715,963
ESFA capital grants - DFC	-	30,252	-	(30,252)	-	-
ESFA capital grants - CIF - Block K and other alterations	110,700	1,200	-	(111,900)	-	-
PFA Income	-	10,000	-	(10,000)	-	-
	<u>15,956,824</u>	<u>41,452</u>	<u>(371,791)</u>	<u>89,478</u>	<u>-</u>	<u>15,715,963</u>
Total restricted funds	<u>14,913,436</u>	<u>7,183,236</u>	<u>(7,690,335)</u>	<u>-</u>	<u>562,000</u>	<u>14,968,337</u>
Total of funds	<u><u>15,178,513</u></u>	<u><u>7,216,447</u></u>	<u><u>(7,690,335)</u></u>	<u><u>-</u></u>	<u><u>562,000</u></u>	<u><u>15,266,625</u></u>

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

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

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

**General annual grant**

This includes all funding received from the ESFA to carry out the objectives of the academy. It includes the school budget share, minimum funding guarantee, education services grant, insurance, rates and pre-16 high need funding streams.

**Pupil premium and other DfE/ESFA grants**

This is funding received from the ESFA for specific purposes.

**Local authority grants**

This is funding received from the local authority for specific purposes, for example Special Educational Needs funding.

**Other educational activities**

This includes all other educational income/expenditure.

**Pension reserve**

This represents the negative reserve in respect of the liability on the LGPS pension scheme which was transferred to the academy on conversion.

**Fixed asset fund**

The fund includes the value of the tangible fixed assets of the academy on conversion, and amounts transferred from GAG or other restricted funds specifically for expenditure on tangible fixed assets, and the annual charges for depreciation of these assets.

**DfE/ESFA capital grants**

This is money received from the DfE/ESFA specifically for expenditure on tangible fixed assets.

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.

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**NOTES TO THE FINANCIAL STATEMENTS  
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**16. STATEMENT OF FUNDS (continued)**

**STATEMENT OF FUNDS - PRIOR YEAR**

	<i>Balance at 1 September 2016 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Gains/ (Losses) £</i>	<i>Balance at 31 August 2017 £</i>
<b>General funds</b>						
Reserves	232,135	32,942	-	-	-	265,077
	<u>232,135</u>	<u>32,942</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>265,077</u>
<b>Restricted funds</b>						
General Annual Grant	-	6,222,842	(6,222,842)	-	-	-
Pupil premium	-	132,631	(132,631)	-	-	-
Teaching Schools	-	220,864	(126,553)	-	-	94,311
Local authority grants	-	19,123	(19,123)	-	-	-
Growth fund	-	76,830	(76,830)	-	-	-
Other educational activities	43,055	556,849	(391,634)	(102,969)	-	105,301
Pension reserve	(1,717,000)	-	(172,000)	-	646,000	(1,243,000)
	<u>(1,673,945)</u>	<u>7,229,139</u>	<u>(7,141,613)</u>	<u>(102,969)</u>	<u>646,000</u>	<u>(1,043,388)</u>
<b>Restricted fixed asset funds</b>						
Fixed asset fund	14,855,072	-	(295,688)	1,286,740	-	15,846,124
ESFA capital grants - DFC	-	29,521	-	(29,521)	-	-
ESFA capital grants - CIF - Block K and other alterations	479,725	755,735	-	(1,124,760)	-	110,700
Other capital grants	-	29,490	-	(29,490)	-	-
	<u>15,334,797</u>	<u>814,746</u>	<u>(295,688)</u>	<u>102,969</u>	<u>-</u>	<u>15,956,824</u>
Total restricted funds	<u>13,660,852</u>	<u>8,043,885</u>	<u>(7,437,301)</u>	<u>-</u>	<u>646,000</u>	<u>14,913,436</u>
Total of funds	<u>13,892,987</u>	<u>8,076,827</u>	<u>(7,437,301)</u>	<u>-</u>	<u>646,000</u>	<u>15,178,513</u>

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

	Balance at 1 September 2016 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2018 £
<b>Unrestricted funds</b>						
Reserves	232,135	66,153	-	-	-	298,288
	<u>232,135</u>	<u>66,153</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>298,288</u>
<b>Restricted funds</b>						
General Annual Grant	-	12,559,594	(12,559,594)	-	-	-
Pupil premium	-	263,574	(263,574)	-	-	-
Teaching Schools	-	268,403	(195,729)	-	-	72,674
Local authority grants	-	64,281	(64,281)	-	-	-
Growth fund	-	153,660	(153,660)	-	-	-
Other educational activities	43,055	1,061,411	(826,319)	(192,447)	-	85,700
Pension reserve	(1,717,000)	-	(397,000)	-	1,208,000	(906,000)
	<u>(1,673,945)</u>	<u>14,370,923</u>	<u>(14,460,157)</u>	<u>(192,447)</u>	<u>1,208,000</u>	<u>(747,626)</u>
<b>Restricted fixed asset funds</b>						
Fixed asset fund	14,855,072	-	(667,479)	1,528,370	-	15,715,963
ESFA capital grants - DFC	-	59,773	-	(59,773)	-	-
ESFA capital grants - CIF - Block K and other alterations	479,725	756,935	-	(1,236,660)	-	-
Other capital grants	-	29,490	-	(29,490)	-	-
PFA Income	-	10,000	-	(10,000)	-	-
	<u>15,334,797</u>	<u>856,198</u>	<u>(667,479)</u>	<u>192,447</u>	<u>-</u>	<u>15,715,963</u>
	<u>13,660,852</u>	<u>15,227,121</u>	<u>(15,127,636)</u>	<u>-</u>	<u>1,208,000</u>	<u>14,968,337</u>
Total of funds	<u><u>13,892,987</u></u>	<u><u>15,293,274</u></u>	<u><u>(15,127,636)</u></u>	<u><u>-</u></u>	<u><u>1,208,000</u></u>	<u><u>15,266,625</u></u>



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**NOTES TO THE FINANCIAL STATEMENTS  
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**17. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds 2018 £	Restricted funds 2018 £	Restricted fixed asset funds 2018 £	Total funds 2018 £
Tangible fixed assets	-	-	15,715,963	15,715,963
Current assets	298,288	614,186	-	912,474
Creditors due within one year	-	(455,812)	-	(455,812)
Pension reserve	-	(906,000)	-	(906,000)
	<u>298,288</u>	<u>(747,626)</u>	<u>15,715,963</u>	<u>15,266,625</u>

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

	<i>Unrestricted funds 2017 £</i>	<i>Restricted funds 2017 £</i>	<i>Restricted fixed asset funds 2017 £</i>	<i>Total funds 2017 £</i>
Tangible fixed assets	-	-	15,846,124	15,846,124
Current assets	265,077	833,299	110,700	1,209,076
Creditors due within one year	-	(633,687)	-	(633,687)
Pension reserve	-	(1,243,000)	-	(1,243,000)
	<u>265,077</u>	<u>(1,043,388)</u>	<u>15,956,824</u>	<u>15,178,513</u>

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

	2018 £	2017 £
Net (expenditure)/income for the year (as per Statement of Financial Activities)	(473,888)	639,526
<b>Adjustment for:</b>		
Depreciation charges	371,791	295,688
(Increase)/decrease in debtors	(54,854)	21,604
Decrease in creditors	(177,875)	(101,584)
Defined benefit pension scheme cost less contributions payable	225,000	172,000
<b>Net cash (used in)/provided by operating activities</b>	<b>(109,826)</b>	<b>1,027,234</b>

**19. ANALYSIS OF CASH AND CASH EQUIVALENTS**

	2018 £	2017 £
Cash in hand	750	684
Notice deposits (less than 3 months)	664,616	1,016,138
<b>Total</b>	<b>665,366</b>	<b>1,016,822</b>

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**20. 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 West 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 £96,011 were payable to the schemes at 31 August 2018 (2017 - £89,075) 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 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 £543,226 (2017 - £528,950).

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**20. PENSION COMMITMENTS (continued)**

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 £260,000 (2017 - £238,000), of which employer's contributions totalled £205,000 (2017 - £186,000) and employees' contributions totalled £55,000 (2017 - £52,000). The agreed contribution rates for future years are 15.1% for employers and between 5.5% and 12.5% 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.

Principal actuarial assumptions:

	<b>2018</b>	<i>2017</i>
Discount rate for scheme liabilities	<b>2.80 %</b>	<i>2.50 %</i>
Rate of increase in salaries	<b>3.00 %</b>	<i>3.10 %</i>
Rate of increase for pensions in payment / inflation	<b>2.30 %</b>	<i>2.40 %</i>

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

	<b>2018</b>	<i>2017</i>
Retiring today		
Males	<b>23.6</b>	<i>23.6</i>
Females	<b>25.0</b>	<i>25.0</i>
Retiring in 20 years		
Males	<b>26.0</b>	<i>26.0</i>
Females	<b>27.8</b>	<i>27.8</i>

	<b>At 31 August 2018</b>	<i>At 31 August 2017</i>
<b>Sensitivity analysis</b>	<b>£</b>	<i>£</i>
Discount rate -0.5%	<b>4,763,000</b>	<i>4,668,000</i>
Salary increase rate +0.5%	<b>4,346,000</b>	<i>4,278,000</i>
Pension increase rate +0.5%	<b>4,621,000</b>	<i>4,512,000</i>

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**20. PENSION COMMITMENTS (continued)**

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

	<b>Fair value at 31 August 2018 £</b>	<i>Fair value at 31 August 2017 £</i>
Equities	1,786,000	1,503,000
Bonds	1,157,000	1,070,000
Property	265,000	231,000
Cash and other liquid assets	99,000	87,000
	<u>3,307,000</u>	<u>2,891,000</u>

The actual return on scheme assets was £201,000 (2017 - £240,000).

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

	<b>2018 £</b>	<i>2017 £</i>
Current service cost	397,000	321,000
Net interest cost	33,000	37,000
	<u>430,000</u>	<u>358,000</u>

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

	<b>2018 £</b>	<i>2017 £</i>
Opening defined benefit obligation	4,134,000	4,171,000
Current service cost	397,000	321,000
Interest cost	108,000	91,000
Employee contributions	55,000	52,000
Actuarial gains	(436,000)	(460,000)
Benefits paid	(45,000)	(41,000)
	<u>4,213,000</u>	<u>4,134,000</u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**20. PENSION COMMITMENTS (continued)**

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

	2018 £	2017 £
Opening fair value of scheme assets	2,891,000	2,454,000
Interest income	75,000	54,000
Actuarial losses	126,000	186,000
Employer contributions	205,000	186,000
Employee contributions	55,000	52,000
Benefits paid	(45,000)	(41,000)
	<u>3,307,000</u>	<u>2,891,000</u>

**21. 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	74,895	38,145
Between 1 and 5 years	91,435	106,522
Total	<u>166,330</u>	<u>144,667</u>

**22. 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 11.

**23. MEMBERS' LIABILITY**

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

**24. AGENCY ARRANGEMENTS**

The academy trust distributes 16-19 bursary funds to students as an agent for the ESFA. In the year ended 31 August 2018 the trust received £14,864 (2017: £12,981) and disbursed £13,832 (2017: £12,549) from the fund. An amount of £1,464 (2017: £432) is included in other creditors relating to undistributed funds that are repayable to ESFA.

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**NOTES TO THE FINANCIAL STATEMENTS  
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**25. TEACHING SCHOOL TRADING ACCOUNT**

	2018 £	2018 £	2017 £	2017 £
<b>INCOME</b>				
<b>DIRECT INCOME</b>				
Grant and other income	47,539		220,864	
<b>TOTAL INCOME</b>		47,539		220,864
<b>EXPENDITURE</b>				
<b>DIRECT EXPENDITURE</b>				
Staff costs	49,884		60,810	
Other costs	19,292		65,743	
<b>TOTAL DIRECT EXPENDITURE</b>	<u>69,176</u>		<u>126,553</u>	
<b>TOTAL EXPENDITURE</b>		69,176		126,553
<b>(DEFICIT) / SURPLUS FROM ALL SOURCES</b>		<u>(21,637)</u>		<u>94,311</u>
<b>TEACHING SCHOOL BALANCES AT 1 SEPTEMBER 2017</b>		94,311		-
<b>TEACHING SCHOOL BALANCES AT 31 AUGUST 2018</b>		<u><u>72,674</u></u>		<u><u>94,311</u></u>