

Company Registration Number: 08130158 (England & Wales)

**WESTBURY PARK SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2020

**WESTBURY PARK SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

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**WESTBURY PARK SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

REFERENCE AND ADMINISTRATIVE DETAILS

Members	J Ashby T Engelbrecht C Hackett C Stephens R Webb
Trustees	T Engelbrecht, Chair ¹ R Bamber, Head Teacher ^{1,2} V Mengeaud, Vice Chair ² H Clark (resigned 12 October 2019) ² N Cussen ¹ V Duggan C Hackett (resigned 5 January 2020) ¹ D Lane (appointed 6 November 2019) ³ E Langley ² E Mann G Ridsdale ² W Sefton ¹ K Webb (resigned 15 October 2019) ¹ R Webb (resigned 10 September 2019) ²

¹ Resources and Audit Committee

² School Improvement Committee

Company registered number	08130158
Company name	Westbury Park School
Principal and registered office	13 Bayswater Avenue Bristol BS6 7NU
Accounting officer	R Bamber
Senior leadership team	R Bamber, Headteacher H Clark, Deputy Headteacher V Duggan, Assistant Headteacher D Steeds, School Business Manager
Independent auditors	Bishop Fleming LLP Chartered Accountants Statutory Auditors 10 Temple Back Bristol BS1 6FL

**WESTBURY PARK SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

**REFERENCE AND ADMINISTRATIVE DETAILS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2020**

Bankers

Lloyds Bank plc
15 High Street
Westbury-on-Trym
Bristol
BS9 3DA

Solicitors

Harrison Clark Rickerbys Ltd
Ellenborough House
Wellington Street
Cheltenham
Gloucester
GL50 1YD

**WESTBURY PARK SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES REPORT
FOR THE YEAR ENDED 31 AUGUST 2020**

TRUSTEES' REPORT

The Trustees present their annual report together with the financial statements and auditors' report of the Charitable Company for the year ended 31 August 2020. The annual report serves the purpose of both a Trustees' report, and a Directors' report under company law.

The Trust operates an academy for pupils aged 4 to 11 in Westbury Park situated in the North West of Bristol. It has a pupil capacity of 420 and had a roll of 414 in the school census on 1st October 2020.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The Academy Trust was incorporated on 1st August 2012 and opened as an Academy on 31st August 2012 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 Westbury Park Primary School are also the directors of the Charitable Company for the purposes of company law. The Charitable Company operates as Westbury Park Primary School.

Details of the Trustees who served throughout the September 2019 to August 2020 period, and to the date the accounts are approved are included in the Reference and Administration Details on pages 1 to 2.

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 they cease to be a member.

Trustees' Indemnities

In accordance with normal commercial practice the Academy has purchased insurance to protect Trustees and officers from claims arising from negligent acts, errors or omissions occurring whilst on Academy business. The insurance provides cover up to £1,000,000 on any one claim.

Method of recruitment and appointment or election of Trustees

On 1 August 2012 the members appointed all those Governors that served the predecessor school to be Governors and Trustees of the newly formed Academy. These Trustees were appointed for a term of office that would end when their original term at the predecessor school would have ended, thus ensuring a staggered re election or replacement process.

The Academy's Board of Trustees comprises the following Trustees as set out in its Articles of Association and funding agreement:

- up to 6 Trustees who are appointed by the Board of Trustees.
- up to 6 and a minimum of 2 parent Trustees who are elected by parents of registered pupils at the Academy (unless there are fewer parents standing for election than the number of vacancies in which case they will be appointed by the Board of Trustees).
- up to 4 staff Trustees appointed by the Board of Trustees (providing that the total number of Trustees, including the Headteacher, who are employees of the Academy, does not exceed one third of the total number of Trustees).
- the Headteacher who is treated for all purposes as being an ex officio Trustee.
- up to 3 Co opted Trustees appointed by the Board of Trustees.

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

When appointing new Trustees, the Board will give consideration to the skills and experience mix of existing Trustees in order to ensure that the Board has the necessary skills to support the Academy's development.

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

Policies and Procedures adopted for the Induction and Training of Trustees

The training and induction provided for new Trustees will depend upon their existing experience but would always include a tour of the school and a chance to meet staff and pupils. All Trustees are provided with copies of policies, procedures, minutes, accounts, budgets, plans and other documents that they will need to undertake their role as Trustees. Induction tends to be done informally and is tailored specifically to the individual.

The Academy subscribes to Bristol City Council's Governor Development Service to provide support, resources and training to keep Trustees updated on relevant developments impacting on their roles and responsibilities. All new Trustees are required to attend the basic governor training courses (levels 1-3) and Trustees with specific responsibilities will also attend the courses relevant to their role.

Organisational Structure

The Board of Trustees normally meets once each term (6 times a year). It establishes an overall framework for the governance of the Academy and is responsible for the strategic vision and direction of the Academy. It determines membership, terms of reference and procedures of committees and other groups. It receives reports including policies from its Committees for ratification. It monitors the activities of the committees through the minutes of their meetings. The Board may from time to time establish Working Groups to perform specific tasks over a limited timescale.

There are 2 committees as follows:

Resources and Audit Committee - this meets once each term and is responsible for monitoring, evaluating and reviewing policy and performance in relation to financial management, Health & Safety and Academy assets and for those areas, compliance with reporting and regulatory requirements. It receives Internal Assurance reports and monitors any actions arising and it drafts and monitors the Annual Budget including setting staffing levels and authorising any spending changes within the Scheme of Delegation. It is also responsible for ensuring the repair and maintenance of the buildings and reviewing risk areas falling within the remit of the committee. It also incorporates the role of an audit committee. This committee is also responsible for overseeing policies relating to HR, pay and conditions, recruitment, training, performance management, staff welfare and working conditions and considers changes to and composition of the staffing structure. Furthermore it includes internal scrutiny and risk management.

School Improvement Committee - this meets once a term to monitor, evaluate and review Academy policy, practice and performance in relation to curriculum planning, communications, target setting and assessment, examinations and all pastoral and welfare issues including safeguarding. It is responsible for reviewing risk areas falling within the remit of the committee.

The Academy has a leadership structure, which consists of the Trustees, the Senior Leadership Team (SLT) and the School Leadership Team (ScLT). The Board of Trustees has devolved responsibility for day to day management of the Academy to the SLT that comprises the Headteacher, Deputy Headteacher, Assistant Headteacher and School Business Manager. The SLT implement the policies laid down by the Trustees and report back to them on performance. The Headteacher is responsible for the appointment of staff, though appointment panels always include a Trustee.

The Headteacher is the Accounting Officer and School Business Manager is the Chief financial officer.

Arrangements for setting pay and remuneration of key management personnel

The Trustees consider the Board of Trustees and the senior leadership team comprise the key management personnel of the Academy in charge of directing and controlling, running and operating the Trust on a day to day basis. All Trustees give their time freely and no Trustee received remuneration in the year.

Details of Trustees' expenses and related party transactions are disclosed in the notes to the accounts.

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

Senior leaders are subject to an annual appraisal where they will be judged on four management objectives. An external advisor and panel of Trustees set the Headteacher's targets and review how the Headteacher has performed in relation to these targets. The Headteacher conducts appraisal reviews and target setting for colleagues in management positions. The Pay Committee meets twice (once for teaching staff and once for support staff) a year to decide whether incremental increases to salary should be awarded. The Pay Committee is made up of the Chair of Trustees and the Chairs of each of the three committees, the Chair of the Governing Board with the Headteacher attending in an advisory capacity.

Related Parties and other Connected Charities and Organisations

There are no related parties, which either control or significantly influence the decisions and operations of Westbury Park School.

WPSA (Westbury Park School Association) is associated with the Academy. It is a parent teacher association and a registered charity that exists to raise money to enrich the children's educational experience and also to help develop the school community. Decisions relating to the expenditure of the funds raised are made with the involvement of the Headteacher.

OBJECTIVES AND ACTIVITIES

Objects and Aims

The principal object is to advance, for the public benefit, education, by establishing, maintaining, carrying on, managing and developing a primary school offering a broad and balanced curriculum.

The secondary object is to share what we have learnt about school improvement with other schools, both within the cluster and beyond, to help improve outcomes for all children.

The third object is to promote, for the benefit of the inhabitants of Westbury Park, Bristol and the surrounding area, the provision of facilities for recreation or other leisure time occupation in order to improve the condition of life of the said inhabitants.

At Westbury Park School we believe that children who feel safe and happy, will enjoy and achieve, make a contribution to their community and will be prepared for the future. Their wellbeing, emotional development and resilience are the foundations on which learning becomes effective.

Our Charter sets out the vision, values and principles for the whole school community and informs everything we do:

Vision Statement:

At Westbury Park School we value and respect everyone. As a learning community, we challenge and inspire one another, developing confidence to make positive choices in a changing world, so that together we can discover tomorrow.

Principles:

- to hold the wellbeing and emotional development of children above everything else;
- to regard every child as an individual and have high expectations for all;
- to promote a happy, safe and supportive learning environment in partnership with parents;
- to pursue a broad, inspiring and enriching curriculum that encourages and celebrates achievement in all areas of learning;
- to equip children for the future so they become confident individuals, responsible citizens and lifelong learners;
- to serve the local community in the best interests of all children's learning;
- to support the local education community and work with local schools, to understand our roles and responsibilities in the wider world; and

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

- to be a fair employer with commitment to equal opportunities, supporting personal and professional development of all staff and promoting a positive working environment that celebrates their dedication and commitment.

The aims of the school are summarised below:

- to uphold the Principles of the school;
- to continue to raise the standard of educational attainment and achievement of all pupils;
- to ensure that as a minimum every child makes at least expected progress in English and Maths from the end of KS1 assessments to KS2 "Statutory Assessment Tests" (SATs);
- to maximise the number of pupils who are working at a greater depth within the expected standard.
- to continue to provide, review and develop a broad and balanced curriculum, which anticipates the needs for future society;
- to provide a wide range of extra curricular activities which complements the core curriculum;
- to develop the sports provision on and offsite to a level that enables children to reach their potential;
- to ensure that every child enjoys the same high quality education in terms of resourcing, teaching and care;
- to develop pupils as more effective learners;
- to keep pupils safe;
- to improve the effectiveness of the Academy by keeping the curriculum and organisational structure under continual review;
- to employ high quality teaching and support staff;
- to provide value for money for the funds expended and manage the academy so that it remains financially viable;
- to comply with all appropriate statutory and curriculum requirements;
- to maintain close links with the community and other local schools;
- to develop the Academy's capacity to manage change; and
- to conduct the Academy's business in accordance with the highest standards of integrity, probity and openness.

Objectives, Strategies and Activities

Every year, members of the School Leadership Team and governors review the school's development in a 'Summary and Analysis' exercise. The outcomes of this, alongside input from parents (through the annual Parents' Questionnaire), staff (through dedicated staff meetings) and children (through school council), are then refined to create a School Development Plan (SDP) for the coming academic year.

2019-2020 impacts are detailed below. Please note coronavirus restrictions had an impact on progress.

The priorities for 2019-2020 actions and impacts are detailed below:

1)To promote an educational culture that creates a safe, calm, orderly and positive learning environment that enables pupils to thrive.

- No formal complaints from parents
- No fixed term or permanent exclusions
- Attendance (March 2020) at 97%

2) To ensure the curriculum delivers an uncompromising quality of education and provides pupils with the knowledge and skills needed to attain excellent results.

- Areas of curriculum identified that needed improvement and specialist teaching put in place – IT and computing, modern foreign languages, KS1 PE, RE and music
- All subjects have clear intent and detailed long and medium term plans that show knowledge and skills progression between year groups.

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

3) Build on last year's high academic achievements in order to increase the proportion of pupils achieving and exceeding the standards expected for their age nationally.

Children achieving the expected standard at Key Stage 2 in reading, writing and maths combined (teacher assessment) was 85% compared to 65% nationally in 2019.

Children achieving the higher standard at Key Stage 2 in reading, writing and maths combined (teacher assessment) was 65% compared to 11% nationally in 2019.

Children achieving the expected standard at Key Stage 1 in reading, writing and maths combined (teacher assessment) was 85%

Children achieving GLD (teacher assessment) was 79% compared to 72% nationally in 2019.

4) To ensure the we are utilising the learning environment so that we can optimise the educational opportunities for the children

- New heating system completed
- LED lights upgrade completed
- Classrooms (Y2,3,4,5) redecorated and re carpeted
- Hall painted, ceiling replaced and flooring polished
- Hot water heaters replaced
- External Key Stage 2 door replaced
- Garden area improved
- Toilets improved
- Pastoral rooms improved
- After school club area redecorated and carpets replaced
- Playground areas redesigned and upgraded
- Investigation into maximizing lettings potential underway
- New maintenance and compliance team in place
- Wifi infrastructure upgrade complete.

The Headline priorities for 2020-2021 are stated below and show little change from previous year's objectives which reflects an interrupted period due to the coronavirus pandemic:

- To promote an educational culture that creates a safe, calm, orderly and positive learning environment that enables pupils to thrive.
- To ensure the curriculum delivers an uncompromising quality of education and provides pupils with the knowledge and skills needed to attain excellent results.
- Build on last year's high academic achievements in order to increase the proportion of pupils achieving and exceeding the standards expected for their age nationally.
- To ensure the we are utilising the learning environment so that we can optimise the educational opportunities for the children
- Focus on promoting an outward-facing school that champions best practice and secures excellent outcomes for pupils.

**WESTBURY PARK SCHOOL
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**TRUSTEES REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2020**

Public Benefit

The Trustees confirm that they have complied with the duty in Section 17(5) of the Charities Act 2011 to have due regard to the Charity Commissioner's general guidance on public benefit in exercising their powers or duties. They have referred to this guidance when reviewing the Academy's aims and objectives and in planning its future activities.

As an Academy we have a duty to support other schools. Westbury Park School is a member of a number of different groups of schools in Bristol. We work collaboratively with other schools in these groups by sharing best practise across a wide range of areas. We make our building available for recreational and leisure time occupation for the community at large in the interests of social welfare and with the interest of improving the life of the said community.

STRATEGIC REPORT

ACHIEVEMENTS AND PERFORMANCE

Achievements and Performance

The Academy is in its eighth year of operation, and is well subscribed. In October 2020 the pupil count on which the 2020/21 funding is based was 414. This is the count which will be used to calculate the 2020/21 funding.

In the 2019/20 academic year (up to March) the school achieved an overall attendance of 97%, which is well above the Bristol attendance figure of 95%

Statutory assessments were cancelled during the Year 2019-2020 due to the Coronavirus pandemic. However, Teacher Assessments remain significantly above national results and the number of children working at greater depth shows the school continues to challenge high attainers.

The KS1 and KS2 teacher assessments demonstrate the excellent teaching of the staff at Westbury Park School. We were particularly pleased with the results of the higher attaining pupils at key stage 2. The new progress measures show children at Westbury Park School making average and above average progress in comparison to national floor standards. The results clearly show the high expectations and aspirations the school has for its pupils.

Aspirational targets for pupils to achieve the expected standard in each of the subjects maths, reading, writing and GAPS were set during appraisal meetings. Westbury Park School remains aspirational and would expect the current cohort to achieve above the national attainment and progress benchmark whilst expecting the vast majority of children to make expected progress whilst a significant number reach the higher standard.

Key Performance Indicators

The main financial performance indicator is the level of reserves held at the Balance Sheet date. In particular, the management of spending against General Annual Grant (GAG) requires special attention, in the period under review, £137,990 GAG funding was carried forward.

As funding is based on pupil numbers this is a key performance indicator.

Another key financial performance indicator is staffing costs as a percentage of total recurring income (excluding restricted fixed asset funds). For 2020 this was 82.1% (2019: 76.5%).

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

Going Concern

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

FINANCIAL REVIEW

Most of the Academy's income is obtained from the DfE via the EFA in the form of recurrent grants, the use of which is restricted to particular purposes. The grants received from the DfE during the period ended 31 August 2020 and the associated expenditure are shown as Restricted Funds in the Statement of Financial Activities.

The Academy also receives grants for fixed assets from the DfE and are shown in the Statement of Financial Activities as restricted income in the Fixed Asset Fund. The Restricted Fixed Asset Fund balance is reduced by annual depreciation charges over the useful life of the assets concerned, as defined in the Academy's accounting policies.

During the year ended 31 August 2020, total expenditure (excluding restricted fixed assets) of £1,892,367 was covered by recurrent grant funding from the DfE, together with other incoming resources (excluding restricted fixed assets) of £1,842,898. The excess of expenditure over income for the year (excluding restricted fixed assets) was £49,469. Excluding movements in other restricted funds, the excess of income over expenditure for the year was £33,688.

At 31 August 2020 the net book value of fixed assets was £6,595,645 and movements in tangible fixed assets are shown in note 14 to the financial statements. The assets were used exclusively for providing education and the associated support services to the pupils of the Academy.

The Academy has taken on the deficit in the Local Government Pension Scheme in respect of its non teaching staff transferred on conversion. The deficit is incorporated within the Statement of Financial Activity with details in Note 25 to the financial statements.

Key financial policies adopted or reviewed during the year include the Finance Policy, which lays out the framework for financial management, including financial responsibilities of the Board, Head Teacher, and other staff, as well as delegated authority for spending. Other policies reviewed and updated included Charging, Pay, Debt Recovery and Lettings and the Best Value Statement.

Trustees have adopted a Internal Assurance Policy and appointed Bishop Fleming LLP, the external auditors, to undertake a programme of internal checks on the financial controls. During the year, the Trustees received 3 reports, which contained no matters of significance. Not last year for various reasons. 1 bigger audit conducted.

Reserves Policy

The Trustees review the reserve levels of the Academy annually. This review encompasses the nature of income and expenditure streams, the need to match income with commitments and the nature of reserves. The Trustees take into consideration the future plans of the Academy, the uncertainty over future income streams and other key risks identified during the risk review.

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

The Trustees have determined that the appropriate level of free reserves should be approximately £150,000. The reason for this is to provide sufficient working capital to cover delays between spending and receipt of grants and to provide a cushion to deal with unexpected emergencies. Total reserves of the academy amount to £6,072,622, although £5,751,510 of this is invested in fixed assets or represents non GAG restricted funds. The remaining £321,112 (representing £321,112 of unrestricted funds) is the balance that the Trustees monitor in accordance with the Board's reserves policy. This represents 2 months of normal recurring expenditure.

The Trustees have reviewed the future plans of the Academy and have set designated reserves as follows:

- Boiler and heating works within the school
- IT infrastructure (whiteboard replacements)
- Developing Mendip House for the benefit of the community

The defined benefit pension scheme reserve has a negative balance. The effect of the deficit position of the pension scheme is that the Academy Trust is paying higher employers' pension contributions over a period of years. The higher employers' pension contributions will be met from the Academy Trust's budgeted annual income. Whilst the deficit will not be immediately eliminated, there should be no actual cash flow deficit on the fund, nor any direct impact on the free reserves of the Academy Trust.

Investment Policy

The Trustees have not authorised the investment of cash surpluses in deposit accounts. Currently the levels of cash, the poor returns available on instant access deposit accounts and the bank charges for transfers mean that this is not believed to be advantageous. The Trustees will review this regularly.

All funds surplus to immediate requirements are invested to optimal effect. On a daily basis this is achieved by automatic transfer of surplus funds to overnight deposit. Where cash flow allows, sums in excess of £100,000 may be invested on deposit for extended periods.

Due to the nature and timing of receipt of funding, the Academy may at times hold cash balances surplus to its short term requirements. The Trustees have authorised the opening of additional short term bank investment accounts to take advantage of higher interest rates. No other form of investment is authorised.

Trustees are committed to ensuring that all funds under their control are managed in such a way as to maximise return whilst minimising risk. Any cash not required for operating expenses is placed on deposit at the most favourable rate available from providers covered by the Financial Services Compensation Scheme. Day to day management of the surplus funds is delegated to the Headteacher and Finance Director within strict guidelines approved by the Board of Trustees.

PRINCIPAL RISKS AND UNCERTAINTIES

The Trustees have implemented a system to assess risks that the Academy faces, especially in the operational areas (e.g. in relation to teaching, health & safety, child protection and trips) and in relation to the control of finance. They have undertaken a full review of the main areas of risks that it faces. This includes all health and safety and child protection policies and procedures. They have introduced systems, including operational procedures (e.g. vetting of new staff and visitors, supervision of Academy grounds) and internal financial controls in order to minimise risk.

The Trustees have assessed the major risks to which the Academy is exposed, in particular those relating to its finances, teaching, facilities and other operational areas. The Trustees have implemented a number of systems to assess and minimise those risks, including internal controls.

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

The principal risks and uncertainties facing the Academy are as follows:

Covid-19

The Trustees have assessed the risk of the global coronavirus pandemic and have put mitigations in place including:

- Ensuring the necessary risk assessments are regularly updated and enacted throughout school. The latest risk assessment can be found on the school website: <https://www.westburyparkschool.com/informationaboutcovid-19>
- Governors continue to meet remotely to offer support and challenge to school leaders.
- Communication with parents and staff is of a good standard.

At the year end, the Academy had no significant liabilities arising from trade creditors where there would be a significant effect on liquidity.

Financial

The Academy has considerable reliance on continued Government funding through the EFA. In this period 89% of the Academy's incoming resources was ultimately Government funded and whilst this level is expected to continue because of the minimum funding guarantee, there is no assurance that Government policy or practice will remain the same or that public funding will continue at the same levels or on the same terms, especially in the light of National Funding Formula reform.

The Academy is well subscribed and the risk to revenue funding from a falling role is perceived to be small although growing with the increase in primary school places available locally and a falling birth rate. Even though government funding has increased, the changes in funding arrangements for special educational needs and increasing employment and premises costs mean that budgets will remain difficult to manage in coming years.

The Trustees examine the financial health of the Academy formally every term, reviewing performance against budgets and overall expenditure by means of regular update reports at all full Board of Trustees and Asset Management Committee meetings. The Trustees also review cash flow forecasts and ensure sufficient funds are held to cover all known and anticipated commitments.

The Board of Trustees recognises that the defined benefit scheme deficit (Local Government Pension Scheme), which is set out in Note 23 to the financial statements, represents a significant potential liability. However as the Trustees consider that the Academy is able to meet its known annual contribution commitments for the foreseeable future, this risk from this liability is minimised.

Failures in governance and/or management

The risk in this area arises from potential failure to effectively manage the Academy's finances, internal controls, compliance with regulations and legislation, statutory returns, etc. The Trustees continue to review and ensure that appropriate measures are in place to mitigate these risks.

Reputational

The continuing success of the Academy is dependant on continuing to attract pupils in sufficient numbers by maintaining the highest educational standards. To mitigate this risk Trustees ensure that pupils' success and achievement are closely monitored and reviewed.

Safeguarding and child protection

The Trustees continue to ensure that the highest standards are maintained in the areas of selection and monitoring of staff, the operation of child protection policies and procedures, Health & Safety and discipline.

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

Staffing

The success of the Academy is reliant on the quality of its staff and so the Governors monitor and review policies and procedures to ensure continued development and training of staff as well as ensuring there is clear succession planning.

Fraud and mismanagement of funds

The Academy's has an Internal Assurance Officer to carry out checks on financial systems and records as required by the Academy Financial Handbook. All finance staff receive training to keep them up to date with financial practice requirements and develop their skills in this area.

The Academy has continued to strengthen its risk management process throughout the year by improving the process and ensuring staff awareness.

FUNDRAISING

WPSA (Westbury Park School Association) is associated with the Academy. It is a parent teacher association and a registered charity that exists to raise money to enrich the children's educational experience and also to help develop the school community. Decisions relating to the expenditure of the funds raised are made with the involvement of the Headteacher.

Quantification and Reporting Methodology

We have followed the 2019 HM Government Environmental Reporting Guidelines. We have also used the GHG Reporting Protocol – Corporate Standard and have used the 2020 UK Government's Conversion Factors for Company Reporting.

Intensity measurement

The chosen intensity measurement ratio is total gross emissions in metric tonnes CO₂e per pupil, the recommended ratio for the sector.

Measures taken to improve energy efficiency

We are in the process of trying to install smart meters across all sites and increased video conferencing technology for staff Meetings.

As the trust has not consumed more than 40,000 kWh of energy in this reporting period, it qualifies as a low energy user under these regulations and is not required to report on its emissions, energy consumption or energy efficiency activities.

PLANS FOR FUTURE PERIODS

The Academy will continue to strive to provide excellent education and improve the levels of performance of its pupils at all levels. It will also continue to aim to attract high quality teachers and support staff in order to deliver its objectives.

The school is currently in the process of finalising its long term strategic plan which will be published in early 2021. Publication has been delayed due to the Coronavirus pandemic. The themes that will provide a focus for school development over the next three years are the following:

- Leading in Learning
- Leading the Way
- Leading Change

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

The SDP is created following the stakeholders' Summary and Analysis discussions and incorporates any long term aims and objectives. These were influenced by the specific circumstances of the school at this time and challenges and opportunities arising from national changes in education policy and funding.

Trustees are also aware of the changes to the national funding formula, increasing pension contributions and the changing educational landscape which lean towards a multi academy trust model.

The school is pro-actively looking to make efficiencies without compromising the quality of education as this would potentially see a drop in numbers and income.

The school is pro-actively seeking to increase revenue through letting and its operation of a breakfast and after school club.

The school is also applying for educational and buildings grants.

FUNDS HELD AS CUSTODIAN TRUSTEE ON BEHALF OF OTHERS

The Academy and its Trustees do not act as the Custodian Trustees of any other Charity.

AUDITOR

In so far 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 auditors, Bishop Fleming LLP, are willing to continue in office and a resolution to appoint them will be proposed at the annual general meeting.

Trustees' report, incorporating a strategic report, approved by order of the Board of Trustees, as the company directors, on 8/12/20 and signed on the board's behalf by.



T Engelbrecht
Chair of Trustees



R Bamber
Accounting Officer

**WESTBURY PARK SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

GOVERNANCE STATEMENT

SCOPE OF RESPONSIBILITY

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

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

The Board of Trustees has delegated the day-to-day responsibility to the 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 Westbury Park 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 7 times during the year.

Attendance during the year at meetings of the Board of Trustees was as follows:

Trustee	Meetings attended	Out of a possible
T Engelbrecht, Chair	7	7
R Bamber, Head Teacher	7	7
V Mengeaud, Vice Chair	7	7
E Langley	6	7
W Sefton	6	7
G Ridsdale	7	7
N Cussen	6	7
C Hackett (resignation December 2019)	1	3
V Duggan	7	7
K Webb (resignation October 2019)	1	2
R Webb (resignation September 2019)	1	1
H Clark (end of term October 2019)	2	2
D Lane (term start December 2019)	4	5

The Governing body has not had an external review of Governance but does conduct an annual review of its effectiveness through the Governor Hub Health Check Tool. This is based on the Leadership and Management section of the Ofsted Inspection Handbook (January 2015, paragraph 165). Each section relates to one of the aspects of governance which inspectors consider. The review is stored on Governor Hub and is available on request.

Our areas of strength include:

Leadership & Management

We know our roles as governors / trustees. We hold our leaders to account for the quality of education that our school/academy/college provides and ensure that they manage resources wisely. We are prepared to intervene when leadership falls short and to celebrate when there is success.

We have a clear and current vision and strategy which will deliver high quality education and training for all our learners. Our strategy is realised through strong shared values across the leadership team, up-to-date policies and plans which lead to good practice in the classroom and beyond.

GOVERNANCE STATEMENT (CONTINUED)

GOVERNANCE (CONTINUED)

We carry out our statutory duties as governors and ensure that our school/academy/college fulfils all statutory duties including safeguarding, equality, 'Prevent' strategy and complies with relevant codes of conduct / guidelines including SEND provision and financial controls. We know that safeguarding is effective

Behaviour & Attitudes

Governors/Trustees have agreed high expectations of behaviour and conduct which are described by published principles and policies for behaviour. The pupils are aware of expectations and this is reflected in their conduct, attendance and punctuality.

Quality of Education

Our school teaches a full curriculum and range of subjects for as long as possible, learning is cumulative and almost all learners can share the same technical, vocational and academic ambitions.

We have seen evidence that our school has a curriculum that is ambitious and designed to give all learners, particularly the most disadvantaged and those with special educational needs and/or disabilities (SEND) or high needs, the knowledge and cultural capital they need to succeed in life

We understand our teachers' workload and we know that teachers are not burdened with assessment tasks but they understand pupils knowledge and use assessment to inform their teaching.

Our pupils read widely with fluency and comprehension. They go on to the next stage of education, employment or training with qualifications that allow them to go on to destinations that meet their interests, aspirations and the intention of their course of study.

We know that learners at our schools develop detailed knowledge and skills across the curriculum and, as a result, can achieve well. We see the results from national tests and examinations that meet government expectations, or in the qualifications obtained. Outcomes show that a realistic proportion of learners can achieve greater depth of understanding or higher levels of achievement as well as those that meet expectations.

Personal Development

We offer all pupils opportunities for broader development which develop their resilience, confidence and independence, helping them keep physically and mentally healthy. Our learners are prepared for life in modern Britain as responsible, active citizens who understand and respect society's values and diversity.

Our areas for development

Leadership & Management

We ensure that staff has opportunities to develop their subject and pedagogical knowledge. We are realistic and constructive in understanding and addressing the pressures on our staff, including their workload. We ensure that leaders protect staff from bullying and harassment.

Behaviour & Attitudes

We know that learners' attitudes to their education or training are positive. They know how to study effectively and are resilient to setbacks and take pride in their achievements. The relationships among learners and staff reflect a positive and respectful culture. Leaders, teachers and learners create an environment where bullying, peer-on-peer abuse or discrimination are not tolerated.

Quality of Education

We know that our teachers have a good knowledge of the subjects and courses that they teach and that they receive adequate support and professional development for teaching areas outside their main expertise
We have seen evidence that teachers in our school(s) present subject matter clearly, promoting appropriate discussion about the subject matter they are teaching. They check learners' understanding systematically, identify misconceptions accurately and provide clear, direct feedback. In doing so, they respond and adapt their teaching as necessary, without unnecessarily elaborate or differentiated approaches.

GOVERNANCE STATEMENT (CONTINUED)

GOVERNANCE (CONTINUED)

Resources and Audit Committee

This meets once each term and is responsible for monitoring, evaluating and reviewing policy and performance in relation to financial management, Health & Safety and Academy assets and for those areas, compliance with reporting and regulatory requirements. It receives Internal Assurance reports and monitors any actions arising and it drafts and monitors the Annual Budget including setting staffing levels and authorising any spending changes within the Scheme of Delegation. It is also responsible for ensuring the repair and maintenance of the buildings and reviewing risk areas falling within the remit of the committee. It also incorporates the role of an audit committee. This committee is also responsible for overseeing policies relating to HR, pay and conditions, recruitment, training, performance management, staff welfare and working conditions and considers changes to and composition of the staffing structure. It is responsible for reviewing risk areas falling within the remit of the committee.

Attendance during the year at meetings was as follows:

Trustee	Meetings attended	Out of a possible
T Engelbrecht	6	6
K Webb (resignation October 2019)	1	2
N Cussen	5	6
R Bamber	6	6
W Sefton	6	6
C Hackett (resignation December 2019)	1	2

School Improvement Committee

This meets once a term to monitor, evaluate and review Academy policy, practice and performance in relation to curriculum planning, communications, target setting and assessment, examinations and all pastoral and welfare issues including safeguarding. It is responsible for reviewing risk areas falling within the remit of the committee.

Trustee	Meetings attended	Out of a possible
E Langley	2	5
G Ridsdale	4	5
V Mengeaud	5	5
R Bamber	6	6
H Clark (end of term)	1	1

REVIEW OF VALUE FOR MONEY

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

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

- Robust financial governance and budget management
- Value for money purchasing
- Reviewing controls and managing risk
- Considering allocation/targeting/use of resources
- Not allocating time/resources to areas where few improvements can be achieved

GOVERNANCE STATEMENT (CONTINUED)

REVIEW OF EFFECTIVENESS

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

- on discharge of the Board of Trustees financial decisions to help the committee consider actions and assess year on year progress
- the work of the external auditors;
- the financial management and governance self-assessment process;
- the work of the executive managers within the Academy who have responsibility for the development and maintenance of the internal control framework.

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

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



T Engelbrecht
Chair of Trustees
Date: 8/12/2020



R Bamber
Accounting Officer

GOVERNANCE STATEMENT (CONTINUED)

REVIEW OF VALUE FOR MONEY (CONTINUED)

- Making comparisons with similar Academies using data provided by the ESFA and the Government
- Challenging proposals and examining their effectiveness and efficiency
- Deploying staff effectively
- Reviewing quality of curriculum provision and quality of teaching
- Reviewing quality of children's learning to enable children to achieve nationally expected progress
- Outlining procedures for accepting best value quotes, noting that this is not necessarily the cheapest quote.

THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can, therefore, only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of Academy 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 Westbury Park School for the year 1 September 2019 to 31 August 2020 and up to the date of approval of the annual report and financial statements.

CAPACITY TO HANDLE RISK

The Board of Trustees has reviewed the key risks to which the Academy is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The board of Trustees is of the view that there is a formal ongoing process for identifying, evaluating and managing the Academy's significant risks that has been in place for the year 1 September 2019 to 31 August 2020 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the Board of Trustees.

THE RISK AND CONTROL FRAMEWORK

The Academy's system of internal financial control is based on a framework of regular management information and administrative procedures including the segregation of duties and a system of delegation and accountability.

Due to coronavirus and key members of the financial team needing to remain at home the school adapted its systems of internal financial control to suit a blended approach of face to face and remote working.

During the year the school ensured:

- 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 and Audit 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

At the start of the year, the Trustees appointed Bishop Fleming LLP, the external auditors, to perform additional checks.

The auditors' role includes giving advice on financial matters and performing a range of checks on the Academy's financial systems. Due to Coronavirus, these checks were unable to take place. The school would informally seek clarification and advice from Bishop Fleming as required.

**WESTBURY PARK SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

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

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

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP 2019 and the Academies Accounts Direction 2019 to 2020;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

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

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

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



T Engelbrecht

Chair of Trustees

Date: 8/12/2020

**WESTBURY PARK SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

STATEMENT ON REGULARITY, PROPRIETY AND COMPLIANCE

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

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

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



R Bamber

Accounting Officer

Date: *8/12/2020*

**WESTBURY PARK SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF
WESTBURY PARK SCHOOL**

OPINION

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

In our opinion the financial statements:

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

BASIS FOR OPINION

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

CONCLUSIONS RELATING TO GOING CONCERN

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

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

**WESTBURY PARK SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF
WESTBURY PARK SCHOOL (CONTINUED)**

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. Other information includes the Reference and Administrative Details, the Trustees' Report including the Strategic Report, and the Governance Statement. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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

We have nothing to report in this regard.

OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

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

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

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

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

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

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

**WESTBURY PARK SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF
WESTBURY PARK SCHOOL (CONTINUED)**

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the Trustees' Responsibilities Statement, the Trustees (who are also the directors of the Academy for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

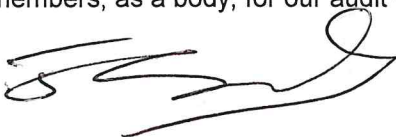
AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

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

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

USE OF OUR REPORT

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



Joseph Scaife FCA DChA (Senior Statutory Auditor)

for and on behalf of
Bishop Fleming LLP
Chartered Accountants
Statutory Auditors
10 Temple Back
Bristol
BS1 6FL

Date: 14/12/20

**WESTBURY PARK SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO WESTBURY
PARK SCHOOL AND THE EDUCATION & SKILLS FUNDING AGENCY**

In accordance with the terms of our engagement letter dated 7 November 2018 and further to the requirements of the Education and Skills Funding Agency (ESFA) as included in the Academies Accounts Direction 2019 to 2020, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by Westbury Park School during the year 1 September 2019 to 31 August 2020 have been applied to the purposes identified by Parliament and the financial transactions conform to the authorities which govern them.

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

**RESPECTIVE RESPONSIBILITIES OF WESTBURY PARK SCHOOL'S ACCOUNTING OFFICER
AND THE REPORTING ACCOUNTANT**

The accounting officer is responsible, under the requirements of Westbury Park School's funding agreement with the Secretary of State for Education dated 1 August 2012 and the Academies Financial Handbook, extant from 1 September 2019, for ensuring that expenditure disbursed and income received is applied for the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

Our responsibilities for this engagement are established in the United Kingdom by our profession's ethical guidance and are to obtain limited assurance and report in accordance with our engagement letter and the requirements of the Academies Accounts Direction 2019 to 2020. We report to you whether anything has come to our attention in carrying out our work which suggests that in all material respects, expenditure disbursed and income received during the year 1 September 2019 to 31 August 2020 have not been applied to purposes intended by Parliament or that the financial transactions do not conform to the authorities which govern them.

APPROACH

We conducted our engagement in accordance with the Academies Accounts Direction 2019 to 2020 issued by ESFA. We performed a limited assurance engagement as defined in our engagement letter.

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

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

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

Our work on regularity included a review of the internal control policies and procedures that have been implemented and an assessment of their design and effectiveness to understand how the academy complied with the framework of authorities. We also reviewed the reported commissioned by the Trustees to assess the internal controls throughout the year.

We performed detailed testing based on our assessment of the risk of material irregularity, impropriety and non-compliance. This work was integrated with our audit on the financial statements where appropriate and included analytical review and detailed substantive testing of transactions.

**WESTBURY PARK SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO WESTBURY
PARK SCHOOL AND THE EDUCATION & SKILLS FUNDING AGENCY (CONTINUED)**

CONCLUSION

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



Joseph Scaife FCA DChA (Reporting Accountant)

Bishop Fleming LLP

Chartered Accountants

Statutory Auditors

10 Temple Back

Bristol

BS1 6FL

Date:

14/12/20

**WESTBURY PARK SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

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

	Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Restricted fixed asset funds 2020 £	Total funds 2020 £	Total funds 2019 £
INCOME FROM:						
Donations and capital grants	4	-	57,487	560,392	617,879	79,134
Charitable activities	5	34,948	1,663,948	-	1,698,896	1,725,781
Other trading activities	6	86,299	-	-	86,299	134,463
Investments	7	216	-	-	216	207
TOTAL INCOME		121,463	1,721,435	560,392	2,403,290	1,939,585
EXPENDITURE ON:						
Raising funds	8	50,888	-	-	50,888	56,747
Charitable activities	8	40,357	1,801,122	102,260	1,943,739	1,978,933
TOTAL EXPENDITURE		91,245	1,801,122	102,260	1,994,627	2,035,680
NET INCOME/ (EXPENDITURE)		30,218	(79,687)	458,132	408,663	(96,095)
Transfers between funds	17	-	(38,125)	38,125	-	-
NET MOVEMENT IN FUNDS BEFORE OTHER RECOGNISED GAINS/(LOSSES)		30,218	(117,812)	496,257	408,663	(96,095)
OTHER RECOGNISED GAINS/(LOSSES):						
Actuarial gains/(losses) on defined benefit pension schemes	25	-	28,000	-	28,000	(371,000)
NET MOVEMENT IN FUNDS		30,218	(89,812)	496,257	436,663	(467,095)
RECONCILIATION OF FUNDS:						
Total funds brought forward		290,894	(1,107,188)	6,450,540	5,634,246	6,101,341
Net movement in funds		30,218	(89,812)	496,257	436,663	(467,095)
TOTAL FUNDS CARRIED FORWARD		321,112	(1,197,000)	6,946,797	6,070,909	5,634,246

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

The notes on pages 29 to 52 form part of these financial statements.

WESTBURY PARK SCHOOL
(A COMPANY LIMITED BY GUARANTEE)
REGISTERED NUMBER:08130158

BALANCE SHEET
AS AT 31 AUGUST 2020

	Note	2020 £	2019 £
FIXED ASSETS			
Tangible assets	14	6,595,645	6,450,540
		<u>6,595,645</u>	<u>6,450,540</u>
CURRENT ASSETS			
Debtors	15	547,945	43,000
Cash at bank and in hand		519,787	408,905
		<u>1,067,732</u>	<u>451,905</u>
Creditors: amounts falling due within one year	16	(395,468)	(141,199)
		<u>672,264</u>	<u>310,706</u>
NET CURRENT ASSETS			
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>7,267,909</u>	<u>6,761,246</u>
Defined benefit pension scheme liability	25	(1,197,000)	(1,127,000)
TOTAL NET ASSETS		<u><u>6,070,909</u></u>	<u><u>5,634,246</u></u>
FUNDS OF THE ACADEMY			
Restricted funds:			
Fixed asset funds	17	6,946,797	6,450,540
Restricted income funds	17	-	19,812
		<u>6,946,797</u>	<u>6,470,352</u>
Restricted funds excluding pension asset	17	6,946,797	6,470,352
Pension reserve	17	(1,197,000)	(1,127,000)
		<u>5,749,797</u>	<u>5,343,352</u>
Total restricted funds	17		
Unrestricted income funds	17	321,112	290,894
		<u>6,070,909</u>	<u>5,634,246</u>
TOTAL FUNDS		<u><u>6,070,909</u></u>	<u><u>5,634,246</u></u>

The financial statements on pages 26 to 52 were approved and authorised for issue by the Trustees and are signed on their behalf, by:



T Engelbrecht
Chair of Trustees
Date: 21/02/2020

The notes on pages 29 to 52 form part of these financial statements.

**WESTBURY PARK SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 AUGUST 2020**

	Note	2020 £	2019 £
CASH FLOWS FROM OPERATING ACTIVITIES			
Net cash provided by operating activities	19	237,251	91,396
CASH FLOWS FROM INVESTING ACTIVITIES	20	(126,369)	11,954
		<hr/>	<hr/>
CHANGE IN CASH AND CASH EQUIVALENTS IN THE YEAR		110,882	103,350
Cash and cash equivalents at the beginning of the year		408,905	305,555
CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR	21, 22	519,787	408,905
		<hr/> <hr/>	<hr/> <hr/>

The notes on pages 29 to 52 form part of these financial statements

**WESTBURY PARK SCHOOL
(A COMPANY LIMITED BY GUARANTEE)**

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

1. GENERAL INFORMATION

Westbury Park School is a company limited by guarantee, incorporated in England and Wales. The registered office is Bayswater Avenue, Westbury Park, Bristol, BS6 7NU.

2. ACCOUNTING POLICIES

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

2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements of the Academy, which is a public benefit entity under FRS 102, have been prepared under the historic cost convention in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102), the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)), the Academies Accounts Direction 2019 to 2020 issued by ESFA, the Charities Act 2011 and the Companies Act 2006.

Westbury Park School meets the definition of a public benefit entity under FRS 102.

2.2 GOING CONCERN

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

2.3 FUND ACCOUNTING

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

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

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

Transfers are made between restricted funds and restricted fixed asset funds where restricted funds are used to purchase fixed assets.

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

2. ACCOUNTING POLICIES (continued)

2.4 INCOME

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

• **Grants**

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

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

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

• **Donations**

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

• **Other income**

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

2.5 EXPENDITURE

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

• **Expenditure on raising funds**

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

• **Charitable activities**

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

All resources expended are inclusive of irrecoverable VAT.

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

2. ACCOUNTING POLICIES (continued)

2.6 TANGIBLE FIXED ASSETS

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

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

Depreciation is provided on all tangible fixed assets other than freehold land and assets under construction, at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life, on the following bases:

Long term leasehold land	- 125 years straight line
Long term leasehold property	- 50 years straight line
Furniture and equipment	- 15% straight line
Plant and machinery	- 4% straight line
Computer equipment	- 25% straight line

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

2.7 DEBTORS

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

2.8 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.

2.9 LIABILITIES

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

2. ACCOUNTING POLICIES (continued)

2.10 FINANCIAL INSTRUMENTS

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

Financial assets - trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost as detailed in note 15. 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.

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

Financial liabilities - trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost as detailed in note 16. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument. Amounts due to the Academy's wholly owned subsidiary are held at face value less any impairment.

2.11 OPERATING LEASES

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

2.12 TAXATION

The Academy is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

Accordingly, the Academy is potentially exempt from taxation in respect of income or capital gains received within categories covered by Part 11, chapter 3 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

2. ACCOUNTING POLICIES (continued)

2.13 PENSIONS

Retirement benefits to employees of the Academy are provided by the Teachers' Pension Scheme ("TPS") and the Local Government Pension Scheme ("LGPS"). These are defined benefit schemes.

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

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

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

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

3. CRITICAL ACCOUNTING ESTIMATES AND AREAS OF JUDGEMENT

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

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 or income for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 25, will impact the carrying amount of the pension liability. Furthermore a roll forward approach which projects results from the latest full actuarial valuation performed at 31 March 2016 has been used by the actuary in valuing the pensions liability at 31 August 2020. Any differences between the figures derived from the roll forward approach and a full actuarial valuation would impact on the carrying amount of the pension liability.

Critical areas of judgement:

The Academy obtains use of fixed assets as a lessee. The classification of such leases as operating or finance leases requires the Academy to determine, based on an evaluation of the terms and conditions of the arrangements, whether it retains or acquires the significant risks and rewards of ownership of these assets and accordingly whether the lease requires an asset and liability to be recognised in the Statement of Financial Position.

4. INCOME FROM DONATIONS AND CAPITAL GRANTS

	Unrestricted funds 2020 £	Restricted funds 2020 £	Restricted fixed asset funds 2020 £	Total funds 2020 £	Total funds 2019 £
Donations	-	48,784	-	48,784	53,927
Capital Grants	-	8,703	560,392	569,095	25,207
	-	57,487	560,392	617,879	79,134
TOTAL 2019	2,790	76,344	-	79,134	

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

5. FUNDING FOR THE ACADEMY'S EDUCATIONAL OPERATIONS

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
DfE/ESFA grants				
General Annual Grant (GAG)	-	1,437,495	1,437,495	1,472,731
Other DfE/ESFA revenue grants	-	181,123	181,123	119,355
	-	1,618,618	1,618,618	1,592,086
Other Government grants				
High Needs	-	37,884	37,884	33,100
Other government grants	-	7,446	7,446	-
	-	45,330	45,330	33,100
Other funding				
Internal catering income	16,592	-	16,592	28,152
Other income	4,103	-	4,103	2,262
Music fees	12,624	-	12,624	19,661
Trip income	1,629	-	1,629	50,520
TOTAL 2020	34,948	1,663,948	1,698,896	1,725,781
TOTAL 2019	100,095	1,625,686	1,725,781	

6. INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Lettings	8,255	8,255	14,372
Wrap around care	78,044	78,044	120,091
	86,299	86,299	134,463
TOTAL 2019	134,463	134,463	

WESTBURY PARK SCHOOL
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

7. INVESTMENT INCOME

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Bank interest	216	216	207
TOTAL 2019	207	207	

8. EXPENDITURE

	Staff Costs 2020 £	Premises 2020 £	Other 2020 £	Total 2020 £	Total 2019 £
EXPENDITURE ON FUNDRAISING TRADING ACTIVITIES:					
Direct costs	47,335	-	3,553	50,888	56,747
EDUCATION:					
Direct costs	1,325,870	89,989	94,319	1,510,178	1,522,702
Support costs	141,690	131,491	160,380	433,561	456,231
	<u>1,514,895</u>	<u>221,480</u>	<u>258,252</u>	<u>1,994,627</u>	<u>2,035,680</u>
TOTAL 2019	<u>1,482,865</u>	<u>217,747</u>	<u>335,068</u>	<u>2,035,680</u>	

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

9. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £	Total funds 2019 £
Education	1,510,178	433,561	1,943,739	1,978,933
TOTAL 2019	<u>1,522,702</u>	<u>456,231</u>	<u>1,978,933</u>	

Analysis of direct costs

	Total funds 2020 £	Total funds 2019 £
Pension finance costs	17,000	13,000
Staff costs	1,294,526	1,232,438
Depreciation	89,989	92,174
Educational supplies and visits	71,768	129,991
Staff development	4,067	4,099
Agency staff	31,344	42,480
Recruitment and support	1,484	2,157
Technology costs	-	6,363
	<u>1,510,178</u>	<u>1,522,702</u>

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

9. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

Analysis of support costs

	Total funds 2020 £	Total funds 2019 £
Pension finance costs	6,000	5,000
Staff costs	141,690	154,713
Depreciation	12,271	15,005
Staff development	-	210
Maintenance of premises and equipment	57,104	49,098
Cleaning	28,802	26,940
Rent and rates	11,702	11,728
Energy costs	21,333	22,392
Insurance	20,094	21,640
Security and transport	279	410
Catering	75,426	87,101
Technology costs	22,216	23,941
Office overheads	2,891	2,978
Legal and professional	19,194	18,946
Bank interest and charges	2,281	1,863
Governance	12,278	14,266
	433,561	456,231

10. NET INCOME/(EXPENDITURE)

Net income/(expenditure) for the year includes:

	2020 £	2019 £
Operating lease rentals	2,489	2,228
Depreciation of tangible fixed assets	102,260	107,179
Fees paid to auditors for:		
- audit	7,500	7,175
- other services	2,200	3,300

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

11. STAFF

a. STAFF COSTS

Staff costs during the year were as follows:

	2020	2019
	£	£
Wages and salaries	1,066,471	1,054,237
Social security costs	93,406	93,463
Pension costs	323,674	292,685
	1,483,551	1,440,385
Agency staff costs	31,344	42,480
	1,514,895	1,482,865

b. STAFF NUMBERS

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

	2020	2019
	No.	No.
Teachers	21	21
Teaching support	29	32
Administration and premises	3	3
Management	3	3
	56	59

The average headcount expressed as full-time equivalents was:

	2020	2019
	No.	No.
Teachers	17	17
Teaching support	17	18
Administration and premises	3	3
Management	3	3
	40	41

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

11. STAFF (CONTINUED)

c. HIGHER PAID STAFF

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

	2020 No.	2019 No.
In the band £60,001 - £70,000	1	1

d. KEY MANAGEMENT PERSONNEL

The key management personnel of the Academy comprise the Trustees and the senior management team as listed on page 1. The total amount of employee benefits (including employer pension contributions and employer national insurance contributions) received by key management personnel for their services to the Academy was £264,039 (2019: £368,980).

12. TRUSTEES' REMUNERATION AND EXPENSES

The Headteacher and other staff Trustees only receive remuneration in respect of services they provide undertaking the roles of Headteacher and staff, and not in respect of their services as Trustees. Other Trustees did not receive any payments from the Academy in respect of their role as Trustees. The value of Trustees' remuneration and other benefits was as follows; R Bamber: Remuneration £65,000 - £70,000 (2019: £60,000 - £65,000), Employer's pension contributions £15,000 - £20,000 (2019: 10,000 - £15,000); H Clark: Remuneration £5,000 - £10,000 (2019: £50,000 - £55,000), Employer's pension contributions £nil - £5,000 (2019: £5,000 - £10,000); V Duggan: Remuneration £45,000 - £50,000 (2019: £45,000 - £50,000), Employer's pension contributions £10,000 - £15,000 (2019: £5,000 - £10,000); E Mann: Remuneration £40,000 - £45,000 (2019: £35,000 - £40,000), Employer's pension contributions £5,000 - £10,000 (2019: £5,000 - £10,000); and D Lane: Remuneration £15,000 - £20,000 (2019 £nil), Employer's pension contributions £0 - £5,000 (2019: £nil).

During the year ended 31 August 2020, no Trustee expenses have been incurred (2019 - £264).

13. TRUSTEES' AND OFFICERS' INSURANCE

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

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

14. TANGIBLE FIXED ASSETS

	Long-term leasehold property £	Furniture and equipment £	Plant and machinery £	Computer equipment £	Total £
COST OR VALUATION					
At 1 September 2019	6,844,338	160,522	46,128	92,478	7,143,466
Additions	-	-	241,225	6,140	247,365
At 31 August 2020	<u>6,844,338</u>	<u>160,522</u>	<u>287,353</u>	<u>98,618</u>	<u>7,390,831</u>
DEPRECIATION					
At 1 September 2019	494,452	108,574	9,420	80,480	692,926
Charge for the year	76,088	19,693	1,715	4,764	102,260
At 31 August 2020	<u>570,540</u>	<u>128,267</u>	<u>11,135</u>	<u>85,244</u>	<u>795,186</u>
NET BOOK VALUE					
At 31 August 2020	<u><u>6,273,798</u></u>	<u><u>32,255</u></u>	<u><u>276,218</u></u>	<u><u>13,374</u></u>	<u><u>6,595,645</u></u>
At 31 August 2019	<u><u>6,349,886</u></u>	<u><u>51,948</u></u>	<u><u>36,708</u></u>	<u><u>11,998</u></u>	<u><u>6,450,540</u></u>

15. DEBTORS

	2020 £	2019 £
DUE WITHIN ONE YEAR		
Trade debtors	7,920	1,931
Other debtors	43,920	16,261
Prepayments and accrued income	496,105	24,808
	<u><u>547,945</u></u>	<u><u>43,000</u></u>

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

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade creditors	260,565	47,727
Other taxation and social security	22,467	20,177
Other creditors	33,915	28,009
Accruals and deferred income	78,521	45,286
	<u>395,468</u>	<u>141,199</u>
	<u><u>395,468</u></u>	<u><u>141,199</u></u>
	2020	2019
	£	£
Deferred income at 1 September 2019	38,111	39,130
Resources deferred during the year	67,087	38,111
Amounts released from previous periods	(38,111)	(39,130)
	<u>67,087</u>	<u>38,111</u>
	<u><u>67,087</u></u>	<u><u>38,111</u></u>

At the balance sheet date the Academy received ESFA grants in advance for the 2020/21 academic year as well as monies held in advance for trips.

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

17. STATEMENT OF FUNDS

	Balance at 1 September 2019 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2020 £
UNRESTRICTED FUNDS						
General funds	290,894	121,463	(91,245)	-	-	321,112
RESTRICTED GENERAL FUNDS						
General Annual Grant (GAG)	19,812	1,437,495	(1,434,025)	(23,282)	-	-
Pupil Premium	-	21,385	(21,385)	-	-	-
PE and Sports Grant	-	19,600	(19,600)	-	-	-
High Needs	-	37,884	(37,884)	-	-	-
Devolved Formula Capital (DFC)	-	8,703	-	(8,703)	-	-
Universal Infant Free School Meals (UIFSM)	-	65,113	(65,113)	-	-	-
Donations	-	48,784	(42,644)	(6,140)	-	-
Teachers pay grant	-	75,025	(75,025)	-	-	-
Other government grants	-	7,446	(7,446)	-	-	-
Pension reserve	(1,127,000)	-	(98,000)	-	28,000	(1,197,000)
	<u>(1,107,188)</u>	<u>1,721,435</u>	<u>(1,801,122)</u>	<u>(38,125)</u>	<u>28,000</u>	<u>(1,197,000)</u>
RESTRICTED FIXED ASSET FUNDS						
Fixed assets transferred on conversion	6,349,885	-	(76,088)	-	-	6,273,797
Fixed assets purchased from GAG and other restricted funds	90,576	-	(20,055)	29,422	-	99,943
DfE/ESFA capital grants	10,079	560,392	(6,117)	8,703	-	573,057
	<u>6,450,540</u>	<u>560,392</u>	<u>(102,260)</u>	<u>38,125</u>	<u>-</u>	<u>6,946,797</u>
TOTAL RESTRICTED FUNDS	<u>5,343,352</u>	<u>2,281,827</u>	<u>(1,903,382)</u>	<u>-</u>	<u>28,000</u>	<u>5,749,797</u>
TOTAL FUNDS	<u><u>5,634,246</u></u>	<u><u>2,403,290</u></u>	<u><u>(1,994,627)</u></u>	<u><u>-</u></u>	<u><u>28,000</u></u>	<u><u>6,070,909</u></u>

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

17. STATEMENT OF FUNDS (CONTINUED)

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

RESTRICTED FUNDS

General Annual Grant (GAG) represents funding received from the Education and Skills Funding Agency (ESFA) during the period in order to fund the continuing activities of the school. During the year, £23,282 (2019: £11,985) was transferred to the restricted fixed asset fund to represent fixed assets purchased from GAG.

Pupil Premium funding represents funding received from the ESFA for children that qualify for free school meals to enable the Academy to address the current underlying inequalities between those children and their wealthier peers.

High needs funding is received by the Local Authority to fund further support for students with additional needs.

Devolved Formula Capital represents funding from the ESFA to cover repairs and maintenance expenditure of the Academy.

Universal Infant Free School Meals (UIFSM) represents funding received from the ESFA to enable the Academy to offer free school meals to every pupil in reception, year 1 and year 2.

Donations represents money received from a charitable trust, Westbury Park School Association and parents for maintenance or purchase of Academy assets, as well as educational and extra-curriculum activities.

Teachers pay grant represents amounts received from the ESFA to cover teacher pay rises and additional pension contributions.

Other ESFA income represents amounts received from the ESFA to cover rates expenditure of the Academy.

Other government grants represents amounts received in relation to the Coronavirus Job Support Scheme and to cover exceptional costs associated with coronavirus.

Pension reserve represents the Academy's share of the assets and liabilities in the Local Government Pension Scheme. As with most pension schemes this is currently in deficit due to an excess of scheme liabilities over scheme assets which was inherited on conversion to an Academy. The Academy is following the recommendations of the actuary to reduce the deficit by making additional contributions over a number of years.

FIXED ASSET FUNDS

Fixed assets transferred on conversion represent the building and equipment donated to the school from Bristol City Council on conversion to an Academy.

Fixed assets purchased from GAG and other restricted funds represents amounts spent on fixed assets from GAG, Sport England and donations from a charitable trust.

DfE/ESFA Capital grants includes devolved capital funding and amounts received from the Academies Capital Maintenance Fund for the purchase and maintenance of capital assets.

OTHER INFORMATION

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

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

17. STATEMENT OF FUNDS (CONTINUED)

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

	Balance at 1 September 2018 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2019 £
UNRESTRICTED FUNDS						
General funds	173,497	237,555	(120,158)	-	-	290,894
RESTRICTED GENERAL FUNDS						
General Annual Grant (GAG)	23,585	1,472,731	(1,464,519)	(11,985)	-	19,812
Pupil Premium	-	25,158	(25,158)	-	-	-
PE and Sports Grant	-	19,600	(19,600)	-	-	-
High Needs	-	33,100	(33,100)	-	-	-
Devolved Formula Capital (DFC)	-	25,207	(23,732)	(1,475)	-	-
Universal Infant Free School Meals (UIFSM)	-	65,332	(65,332)	-	-	-
Donations	-	51,637	(51,637)	-	-	-
Other ESFA grants	-	9,265	(9,265)	-	-	-
Pension reserve	(640,000)	-	(116,000)	-	(371,000)	(1,127,000)
	(616,415)	1,702,030	(1,808,343)	(13,460)	(371,000)	(1,107,188)
RESTRICTED FIXED ASSET FUNDS						
Fixed assets transferred on conversion	6,428,926	-	(79,041)	-	-	6,349,885
Fixed assets purchased from GAG and other restricted funds	100,572	-	(21,981)	11,985	-	90,576
DfE/ESFA capital grants	14,761	-	(6,157)	1,475	-	10,079
	6,544,259	-	(107,179)	13,460	-	6,450,540
TOTAL RESTRICTED FUNDS	5,927,844	1,702,030	(1,915,522)	-	(371,000)	5,343,352
TOTAL FUNDS	6,101,341	1,939,585	(2,035,680)	-	(371,000)	5,634,246

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

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT PERIOD

	Unrestricted funds 2020 £	Restricted funds 2020 £	Restricted fixed asset funds 2020 £	Total funds 2020 £
Tangible fixed assets	-	-	6,595,645	6,595,645
Current assets	321,112	154,243	592,377	1,067,732
Creditors due within one year	-	(154,243)	(241,225)	(395,468)
Provisions for liabilities and charges	-	(1,197,000)	-	(1,197,000)
TOTAL	321,112	(1,197,000)	6,946,797	6,070,909

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR PERIOD

	Unrestricted funds 2019 £	Restricted funds 2019 £	Restricted fixed asset funds 2019 £	Total funds 2019 £
Tangible fixed assets	-	-	6,450,540	6,450,540
Current assets	290,894	161,011	-	451,905
Creditors due within one year	-	(141,199)	-	(141,199)
Provisions for liabilities and charges	-	(1,127,000)	-	(1,127,000)
TOTAL	290,894	(1,107,188)	6,450,540	5,634,246

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19. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2020 £	2019 £
Net income/(expenditure) for the period (as per Statement of Financial Activities)	408,663	(96,095)
ADJUSTMENTS FOR:		
Depreciation	102,260	107,179
Capital grants from DfE and other capital income	(120,780)	(25,207)
Interest received	(216)	(207)
Defined benefit pension scheme cost less contributions payable	75,000	98,000
Defined benefit pension scheme finance cost	23,000	18,000
Increase in debtors	(504,945)	(2,925)
Increase/(decrease) in creditors	254,269	(7,349)
NET CASH PROVIDED BY OPERATING ACTIVITIES	237,251	91,396

20. CASH FLOWS FROM INVESTING ACTIVITIES

	2020 £	2019 £
Interest received	216	207
Purchase of tangible fixed assets	(247,365)	(13,460)
Capital grants from DfE and other capital income	120,780	25,207
NET CASH (USED IN)/PROVIDED BY INVESTING ACTIVITIES	(126,369)	11,954

21. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2020 £	2019 £
Cash in hand	519,787	408,905
TOTAL CASH AND CASH EQUIVALENTS	519,787	408,905

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22. ANALYSIS OF CHANGES IN NET DEBT

	At 1 September 2019 £	Cash flows £	At 31 August 2020 £
Cash at bank and in hand	408,905	110,882	519,787
	<u>408,905</u>	<u>110,882</u>	<u>519,787</u>

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. CAPITAL COMMITMENTS

	2020 £	2019 £
CONTRACTED FOR BUT NOT PROVIDED IN THESE FINANCIAL STATEMENTS		
Acquisition of tangible fixed assets	<u>318,362</u>	<u>-</u>

25. PENSION COMMITMENTS

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

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

Contributions amounting to £27,985 were payable to the schemes at 31 August 2020 (2019 - £23,180) and are included within creditors.

TEACHERS' PENSION SCHEME

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

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

25. PENSION COMMITMENTS (CONTINUED)

VALUATION OF THE TEACHERS' PENSION SCHEME

The Government Actuary, using normal actuarial principles, conducts a formal actuarial review of the TPS in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014 published by HM Treasury every 4 years. The aim of the review is to specify the level of future contributions. Actuarial scheme valuations are dependent on assumptions about the value of future costs, design of benefits and many other factors. The latest actuarial valuation of the TPS was carried out as at 31 March 2016. The valuation report was published by the Department for Education on 5 March 2019. The key elements of the valuation and subsequent consultation are:

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

The next valuation result is due to be implemented from 1 April 2023.

The employer's pension costs paid to TPS in the year amounted to £165,759 (2019 - £110,691).

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

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

LOCAL GOVERNMENT PENSION SCHEME

The LGPS is a funded defined benefit pension scheme, with the assets held in separate trustee-administered funds. The total contribution made for the year ended 31 August 2020 was £103,000 (2019 - £107,000), of which employer's contributions totalled £81,000 (2019 - £84,000) and employees' contributions totalled £ 22,000 (2019 - £23,000). The agreed contribution rates for future years are 16.4 per cent for employers and 5.5 - 12.5 per cent for employees.

As described in note 2.13 the LGPS obligation relates to the employees of the Academy, who were the employees transferred as part of the conversion from the maintained school and new employees who were eligible to, and did, join the Scheme in the year. The obligation in respect of employees who transferred on conversion represents their cumulative service at both the predecessor school and the Academy at the balance sheet date.

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

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25. PENSION COMMITMENTS (CONTINUED)

Principal actuarial assumptions

	2020	2019
	%	%
Rate in increase of salaries	3.9	3.60
Rate of increase for pensions in payment/inflation	2.5	2.20
Discount rate for scheme liabilities	1.8	1.80
Inflation assumption (CPI)	2.4	2.10

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

	2020	2019
	Years	Years
<i>RETIRING TODAY</i>		
Males	23.2	23.7
Females	25.3	26.2
<i>RETIRING IN 20 YEARS</i>		
Males	24.7	26.3
Females	27.3	29.0

Sensitivity analysis

	2020	2019
	£000	£000
Discount rate +0.1%	(44)	(46)
Inflation +0.1%	45	47
Mortality assumption +1 year increase	64	40
Pay growth +0.1%	11	6

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

	2020	2019
	£	£
Equities	478,000	532,000
Bonds	107,000	124,000
Property	95,000	63,000
Cash and other liquid assets	32,000	14,000
Other	369,000	405,000
Total market value of assets	1,081,000	1,138,000

The actual return on scheme assets was £49,000 (2019 - £70,000).

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25. PENSION COMMITMENTS (CONTINUED)

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

	2020 £	2019 £
Current service cost	(156,000)	(128,000)
Past service cost	-	(54,000)
Interest income	21,000	29,000
Interest cost	(42,000)	(45,000)
Administration expenses	(2,000)	(2,000)
Total amount recognised in the Statement of Financial Activities	(179,000)	(200,000)

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

	2020 £	2019 £
At 1 September	2,265,000	1,613,000
Current service cost	156,000	128,000
Interest cost	42,000	45,000
Employee contributions	22,000	23,000
Actuarial losses/(gains)	(179,000)	412,000
Benefits paid	(28,000)	(10,000)
Past service costs	-	54,000
At 31 August	2,278,000	2,265,000

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

	2020 £	2019 £
At 1 September	1,138,000	973,000
Interest income	21,000	29,000
Actuarial gains	(151,000)	41,000
Employer contributions	81,000	84,000
Employee contributions	22,000	23,000
Benefits paid	(28,000)	(10,000)
Administration expense	(2,000)	(2,000)
At 31 August	1,081,000	1,138,000

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26. OPERATING LEASE COMMITMENTS

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

	2020	2019
	£	£
Not later than 1 year	1,848	2,489
Later than 1 year and not later than 5 years	905	2,752
	2,753	5,241

27. RELATED PARTY TRANSACTIONS

Owing to the nature of the Academy and the composition of the Board of Trustees being drawn from local public and private sector organisations, transactions may take place with organisations in which the trustees have an interest. All transactions involving such organisations are conducted in accordance with the requirements of the Academies Financial Handbook, including notifying the ESFA of all transactions made on or after 1 April 2019 and obtaining their approval where required, and with the Academy's financial regulations and normal procurement procedures relating to connected and related party transactions.

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