

Registered number: 08333406

**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
(A company limited by guarantee)

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 AUGUST 2014**

**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
**(A company limited by guarantee)**

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**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE ACADEMY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 AUGUST 2014**

<b>Members</b>	Andrew Corsie Liz Wolverson Jeff Payne Sandra James
<b>Trustees</b>	Sandra James, Chair (appointed 19 December 2013) <sup>2</sup> Glenn Greene (appointed 19 December 2013) <sup>1</sup> Jane Mutch <sup>2</sup> Victoria Kemble (appointed 19 December 2013) <sup>1</sup> Jeff Payne Timothy Prasanna (appointed 18 February 2014)
	<sup>1</sup> members of the Resources committee <sup>2</sup> members of the Curriculum and Standards committee
<b>Company registered number</b>	08333406
<b>Principal and registered office</b>	London Diocesan Board for Schools London Diocesan House 36 Causton Street London SW1P 4AU
<b>Company secretary</b>	Mr I Woolf
<b>Independent auditors</b>	Williams Giles Chartered Accountants 12 Conqueror Court Sittingbourne Kent ME10 5BH
<b>Bankers</b>	Lloyds Bank Station Road PO Box 1000 BX1 1LT
<b>Solicitors</b>	Trower & Hamblins LLP 3 Bunhill Row London EC1Y 8 YZ



**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
(A company limited by guarantee)

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 AUGUST 2014**

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements and Auditors' report of St Mary's Church of England School, Norwood Green (the academy) for the year ended 31 August 2014. The Trustees confirm that the Annual report and financial statements of the academy comply with the current statutory requirements, the requirements of the academy's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005. The annual report serves the purposes of both a trustees' report and a directors' report under company law.

The trust operates a primary school in Norwood Green within the London Borough of Ealing. The school has a pupil capacity of 30 and had a roll of 21 in the school census on 2nd October 2014.

**Structure, governance and management**

**a. CONSTITUTION**

The School is a company limited by guarantee with no share capital (08333406) and was incorporated on 17th December 2012. The charitable company is trading as St Mary's Church of England Primary School and the memorandum and articles of association are the primary governing documents of the School.

The trustees of St Mary's Church of England School, Norwood Green are also the directors of the charitable company for the purposes of company law. The charitable company is known as St Mary's Church of England School, Norwood Green.

Details of the trustees who served during the year are included in the Reference and Administrative Details page 1.

**b. MEMBERS' LIABILITY**

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

**c. METHOD OF RECRUITMENT AND APPOINTMENT OR ELECTION OF TRUSTEES**

The articles of association provide for the election of trustees as follows:

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



**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2014**

The Academy Trust shall have the following trustees:

Up to 7 Trustees

1 Staff Trustees

A minimum of 2 Parent Trustees

The Headteacher;

The Rector;

The Members may appoint up to 4 Trustees and shall seek nominations from the following:

1 from the Parochial Church Council of the Parish

2 from the London Diocesan Board for Schools

1 from the Ealing Deanery Synod

The school had no parents at this time and no working staff apart from the Head teacher.

The term of office for any Trustee shall be 4 years (apart from the Rector and Head teacher).

**d. POLICIES AND PROCEDURES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES**

Together the trustees are a committed group that bring a wide range of skills including legal, financial, buildings and previous school governance and senior leadership experience.

Many trustees were involved in developing the original vision for the School and helped in a range of practical ways before the governing body was constituted, and so have a very good understanding of the vision and aims for the school.

Some members of the governing body are highly experienced in the role of a school governor. Others are not and these members have been encouraged to attend governing body trainings delivered by the LDBS, which is highly experienced in delivering trustee training. All Trustees have undertaken safe guarding training. New Trustees have undertaken safer recruitment training whilst others will be updating in the near future.

The Governing Body are committed to updating their skills base and seek training through the LDBS and LB Ealing and further training is planned as necessary. We are aware that as the Governing Body grows there will be a need to audit Trustees' skills further and seek training as necessary.

The Governing Body has accessed the LDBS Governors package and the school buys into the Ealing package. Trustees are aware that training is also available on line through the DfE and NSPPC.

**e. ORGANISATIONAL STRUCTURE**

The full governing body met 7 times in the year to 31 August 2014. All trustees are on at least one of the two committees which were established.

There are 2 committees – 'Resources and Finance' and 'Curriculum and Standards'. Currently on Resources and Finance are: Glenn Greene, Victoria Kemble and Jane Mutch. Curriculum and Standards is currently Jane Mutch and Sandra James.



**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2014**

**f. CONNECTED ORGANISATIONS, INCLUDING RELATED PARTY RELATIONSHIPS**

In order to pursue its objects, the school has entered into a formal agreement with the Secretary of State for Education regarding the funding of the school and the management of affairs of the school.

The school has bought certain SLA support from the LDBS where that represents best value: for example legal support, finance officer and training.

Similarly, from the London Borough of Ealing, we have bought cleaning and maintenance services.

**Objectives and Activities**

**a. OBJECTS AND AIMS**

The School's objective is to advance for the public benefit education in the United Kingdom, by establishing, maintaining, carrying on, managing and developing a school with a designated Church of England religious character. This includes offering a broad and balanced curriculum conduction in accordance with the principles, practices and tenets of the Church of England, having regard to the advice of the LDBS.

On 17th December 2012 the charitable company was incorporated and on 22nd May 2013 the DfE gave permission for St Mary's Church of England School, Norwood Green to be set up. In June 2014 a funding agreement with the DfE was signed.

**b. OBJECTIVES, STRATEGIES AND ACTIVITIES**

- to open the school on time with all SLA support in place
- to have 30 children in Reception
- to recruit high calibre staff: Headteacher, class teacher, teaching assistant, school administrator, finance officer and school meals assistant
- to deliver high quality inclusive education with the emphasis on the core skills of literacy and numeracy
- to teach English by stage not age
- to provide a locally rooted curriculum to promote engagement
- to engage with LDBS schools and the London Borough of Ealing as part of our quality assurance to moderate and validate our outcomes

**c. PUBLIC BENEFIT**

The trustees have considered the advice published by the Charity Commission in relation to Public Benefit and are satisfied that the School meets the requirements through the provision of state-funded education for local children.



ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN  
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TRUSTEES' REPORT (continued)  
FOR THE YEAR ENDED 31 AUGUST 2014

**Strategic report**

**Achievements and performance**

**a. 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 Accounting Policies.

**b. KEY FINANCIAL PERFORMANCE INDICATORS**

As the academy was not open during the year no Key Financial Performance Indicators were used, these will be developed during 2014/2015.

**c. REVIEW OF ACTIVITIES**

September 2013	-
October 2013	Admissions process opened
November 2013	-
December 2013	First Governing Body meeting held
January 2014	Responsible Officer approved
February 2014	-
March 2014	Interim Headteacher seconded part time from another LDBS school Work to complete writing of the school policies
April 2014	Funding agreement signed Contract signed with ICT provider
May 2014	-
June 2014	Headteacher starts fulltime Successful appointment of a Reception teacher Successful Readiness to Open Meeting MIS agreed
July 2014	Successful appointment of a HLTA Welcome event for new families who are starting in September Successful Ofsted
August 2014	Setting up the school for opening Resources subcommittee meeting



**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2014**

**Financial review**

A summary of the results for the year are included on page 17.

The school's income for the year ended 31 August 2014 was obtained from the DfE in the form of capital and other grants. The grants received during the period and the associated expenditure are shown as restricted funds in the Statement of Financial Activities.

Total income for the year was £397,801

Total expenditure for the period was £147,194

Fixed assets totalling £177,733 were purchased in the year.

The new movement in funds, also equating to net assets, was £250,607

**a. PRINCIPAL RISKS AND UNCERTAINTIES**

The governing body has reviewed the key risks to which the school is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks.

The principal risks and uncertainties that trustees will monitor is 2014/15 include

- Staffing
- Budget
- Building work
- Pupil applications; and
- Pupil progress

**b. RESERVES POLICY**

As a school, a sensible approach to contingencies has enabled the project to be kept within budget. In 2013-14, a 7 year budget revenue budget was drawn up to take the school from its opening in September 2014, with just one year group, to 2020 when the school reaches its full capacity. This budget includes a modest annual reserve.

The school opened in September 2014 and the Governing Body set up a Resources Committee in June 2014. This Committee will now consider a more formal reserves policy as a priority, to be factored into annual budgets going forward.

**c. INVESTMENTS POLICY**

The trustees' investment powers are governed by the articles of association, which permit the school's funds, not immediately required, to be invested in furtherance of its objects after obtaining expert financial advice. The school did not engage in any investment of surplus funds during the year under review.





**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2014**

**Plans for future periods**

**a. FUTURE DEVELOPMENTS**

The School's future activities and plans from 1st September 2014 include the following:

- Set high aspirations for Leadership, Teaching and Learning, Behaviour and the distinctiveness as a Church school by implementing the School's policies, practices, systems and procedures within an annual calendar for development, evaluation and improvement
- Completing the planning and the building of the permanent site
- Recruit the next cohort of 30 pupils in September 2015 in accordance with the admission criteria
- Establishing the school within the wider community to begin to fulfil the vision of the school serving the community
- Delivering the above within a robust financial plan, and within the finances available. Finance opportunities (eg lettings) to be put in place without prejudicing the success of the school's plan for the above

**DISCLOSURE OF INFORMATION TO AUDITORS**

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

**AUDITORS**

The auditors, Williams Giles, have indicated their willingness to continue in office. The Designated Trustees will propose a motion re-appointing the auditors at a meeting of the Trustees.

This report, incorporating the Strategic report, was approved by order of the board of trustees, as the company directors, on 16 December 2014 and signed on the board's behalf by:



**Sandra James**  
Chair of Trustees



**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
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**GOVERNANCE STATEMENT**

**SCOPE OF RESPONSIBILITY**

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

The board of trustees has delegated the day-to-day responsibility to the Headteacher, as Accounting Officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreement between St Mary's Church of England School, Norwood Green 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 Trustees' responsibilities statement. 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
Sandra James	5	7
Glenn Greene	6	7
Jeff Payne	7	7
Victoria Kemble	6	7
Timothy Prasanna	5	6
Jane Mutch	5	5

The Resources Committee is a sub-committee of the main board of trustees. Its purpose is to support the full governing body in setting the school's strategic direction within a financially viable framework, secure accountability and best value for the school in matters of finance.

Attendance at meetings in the year was as follows:

Trustee	Meetings attended	Out of a possible
Glenn Greene	2	2
Jane Mutch	2	2
Victoria Kemble	2	2

The Curriculum and Standards Committee is also a sub-committee of the main board of trustees. Its purpose is to monitor the curriculum and pupil outcomes.

Attendance at meetings in the year was as follows:

Trustee	Meetings attended	Out of a possible
Jane Mutch	0	0
Sandra James	0	0



**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
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**GOVERNANCE STATEMENT (continued)**

**THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of academy policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in St Mary's Church of England School, Norwood Green for the year 1 September 2013 to 31 August 2014 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 2013 to 31 August 2014 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. In particular, it includes:

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

The board of trustees has considered the need for a specific internal audit function and has decided not to appoint an internal auditor. However, the Trustees have appointed Heng Sim, as Responsible Officer (RO).

The RO's role includes giving advice on financial matters and performing a range of checks on the academy's financial systems. On a termly basis, the RO reports to the board of trustees on the operation of the systems of control and on the discharge of the board of trustees' financial responsibilities.

The RO will commence a programme of reviews once the academy has opened.

**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
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**GOVERNANCE STATEMENT (continued)**

**REVIEW OF EFFECTIVENESS**

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

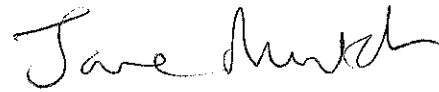
- the work of the Responsible Officer;
- the work of the external auditors;
- the financial management and governance self-assessment process;
- the work of the executive managers within the academy who have responsibility for the development and maintenance of the internal control framework.

The Accounting Officer has been advised of the implications of the result of their review of the system of internal control by the Resources Committee and Curriculum and Standards 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 on 16 December 2014 and signed on its behalf, by:



**Sandra James**  
**Chair of Trustees**



**Jane Mutch**  
**Accounting Officer**

**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
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**STATEMENT ON REGULARITY, PROPRIETY AND COMPLIANCE**

As Accounting Officer of St Mary's Church of England School, Norwood Green I have considered my responsibility to notify the academy board of trustees and the Education Funding Agency of material irregularity, impropriety and non-compliance with EFA terms and conditions of funding, under the funding agreement in place between the academy and the Secretary of State. As part of my consideration I have had due regard to the requirements of the Academies Financial Handbook (2013).

I confirm that I and the academy board of trustees are able to identify any material, irregular or improper use of 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 (2013).

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 EFA.



**Jane Mutch**  
**Accounting Officer**

Date: 16 December 2014

**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
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**TRUSTEES' RESPONSIBILITIES STATEMENT  
FOR THE YEAR ENDED 31 AUGUST 2014**

The Trustees (who act as governors of St Mary's Church of England School, Norwood Green and are also the directors of the charitable company for the purposes of company law) are responsible for preparing the Trustees' report (including the Strategic report) and the financial statements in accordance with the Annual Accounts Direction issued by the Education Funding Agency, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

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

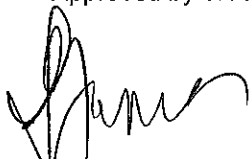
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume 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 EFA/DfE have been applied for the purposes intended.

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

Approved by order of the members of the board of trustees on 16 December 2014 and signed on its behalf by:



**Sandra James**  
Chair of Trustees

**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
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**INDEPENDENT AUDITORS' REPORT TO THE BOARD OF TRUSTEES OF ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**

We have audited the financial statements of St Mary's Church of England School, Norwood Green for the year ended 31 August 2014 which comprise the Statement of financial activities, the Balance sheet, the Cash flow statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and the Academies Accounts Direction 2013 to 2014 issued by the Education Funding Agency.

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 opinion we have formed.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS**

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.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the academy's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**OPINION ON FINANCIAL STATEMENTS**

In our opinion the financial statements:

- give a true and fair view of the state of the academy's affairs as at 31 August 2014 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 and the Academies Accounts Direction 2013 to 2014 issued by the Education Funding Agency.

**OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006**

In our opinion the information given in the Trustees' report, incorporating the Strategic report, for the financial year for which the financial statements are prepared is consistent with the financial statements.

**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
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**INDEPENDENT AUDITORS' REPORT TO THE BOARD OF TRUSTEES OF ST MARY'S CHURCH OF  
ENGLAND SCHOOL, NORWOOD GREEN**

**MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

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

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

Alyson Howard FCCA CF (Senior statutory auditor)

for and on behalf of

**Williams Giles**

Chartered Accountants

12 Conqueror Court

Sittingbourne

Kent

ME10 5BH

Date:



**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
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**INDEPENDENT REPORTING ACCOUNTANTS' ASSURANCE REPORT ON REGULARITY TO ST MARY'S  
CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN AND THE EDUCATION FUNDING AGENCY**

In accordance with the terms of our engagement letter dated 12/11/14 and further to the requirements of the Education Funding Agency (EFA) as included in the Academies Accounts Direction 2013 to 2014, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by St Mary's Church of England School, Norwood Green during the year 1 September 2013 to 31 August 2014 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 St Mary's Church of England School, Norwood Green and EFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to St Mary's Church of England School, Norwood Green and EFA 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 St Mary's Church of England School, Norwood Green and EFA, for our work, for this report, or for the conclusion we have formed.

**RESPECTIVE RESPONSIBILITIES OF ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD  
GREEN'S ACCOUNTING OFFICER AND THE REPORTING ACCOUNTANT**

The accounting officer is responsible, under the requirements of St Mary's Church of England School, Norwood Green's funding agreement with the Secretary of State for Education dated TBA, and the Academies Financial Handbook extant from 1 September 2013, 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 2013 to 2014. 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 2013 to 31 August 2014 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 2013 to 2014 issued by EFA. 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.

The work undertaken to draw to our conclusion includes:

- An assessment of the risk of material misstatement and irregularity
- Testing and review of areas identified through risk assessment including enquiry, inspection and review, observation and re-performance
- Review of system controls, policies and procedures in place to ensure compliance with the regularity regime
- Consideration of evidence obtained through the work performed as part of our audit in order to support the regularity conclusion

**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
**(A company limited by guarantee)**

**INDEPENDENT REPORTING ACCOUNTANTS' ASSURANCE REPORT ON REGULARITY TO ST MARY'S  
CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN AND THE EDUCATION FUNDING AGENCY**  
**(continued)**

**CONCLUSION**

In the course of our work, nothing has come to our attention which suggests that in all material respects the expenditure disbursed and income received during the year 1 September 2013 to 31 August 2014 have not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

Alyson Howard FCCA CF

**Williams Giles**

Chartered Accountants

12 Conqueror Court  
Sittingbourne  
Kent  
ME10 5BH

Date:

**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**  
(Incorporating Income and Expenditure Account and Statement of Total Recognised Gains and Losses)  
FOR THE YEAR ENDED 31 AUGUST 2014

	Note	Unrestricted funds 2014 £	Restricted funds 2014 £	Restricted fixed asset funds 2014 £	Total funds 2014 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds:					
Investment income	2	68	-	-	68
Incoming resources from charitable activities	3	-	220,000	177,733	397,733
<b>TOTAL INCOMING RESOURCES</b>		<u>68</u>	<u>220,000</u>	<u>177,733</u>	<u>397,801</u>
<b>RESOURCES EXPENDED</b>					
Charitable activities		-	142,194	-	142,194
Governance costs	4	-	5,000	-	5,000
<b>TOTAL RESOURCES EXPENDED</b>	6	<u>-</u>	<u>147,194</u>	<u>-</u>	<u>147,194</u>
<b>MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME FOR THE YEAR</b>		68	72,806	177,733	250,607
Total funds at 1 September 2013		-	-	-	-
<b>TOTAL FUNDS AT 31 AUGUST 2014</b>		<u>68</u>	<u>72,806</u>	<u>177,733</u>	<u>250,607</u>

All activities relate to continuing operations.

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

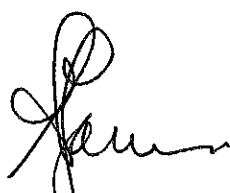
The notes on pages 20 to 28 form part of these financial statements.

**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
 (A company limited by guarantee)  
 REGISTERED NUMBER: 08333406

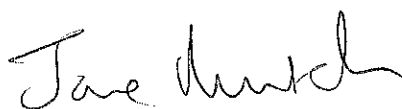
**BALANCE SHEET**  
**AS AT 31 AUGUST 2014**

	Note	2014 £	£
<b>FIXED ASSETS</b>			
Tangible assets	9		177,733
<b>CURRENT ASSETS</b>			
Debtors	10	179,531	
Cash at bank		88,484	
		268,015	
<b>CREDITORS:</b> amounts falling due within one year	11	(195,141)	
<b>NET CURRENT ASSETS</b>			72,874
<b>NET ASSETS</b>			250,607
<b>FUNDS OF THE ACADEMY</b>			
Restricted funds:			
Restricted funds	12	72,806	
Restricted fixed asset funds	12	177,733	
Total restricted funds		250,539	
Unrestricted funds	12		68
<b>TOTAL FUNDS</b>			250,607

The financial statements were approved by the Trustees, and authorised for issue, on 16 December 2014 and are signed on their behalf, by:



**Sandra James**  
 Chair of Trustees



**Jane Mutch**  
 Trustee

The notes on pages 20 to 28 form part of these financial statements.

**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
(A company limited by guarantee)

**CASH FLOW STATEMENT**  
**FOR THE YEAR ENDED 31 AUGUST 2014**

	Note	2014 £
Net cash flow from operating activities	14	88,416
Returns on investments and servicing of finance	15	68
<b>INCREASE IN CASH IN THE YEAR</b>		<u>88,484</u>

**RECONCILIATION OF NET CASH FLOW TO MOVEMENT IN NET FUNDS**  
**FOR THE YEAR ENDED 31 AUGUST 2014**

	2014 £
Increase in cash in the year	88,484
<b>MOVEMENT IN NET FUNDS IN THE YEAR</b>	<u>88,484</u>
<b>NET FUNDS AT 31 AUGUST 2014</b>	<u>88,484</u>

The notes on pages 20 to 28 form part of these financial statements.

**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2014**

**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, the Academies Accounts Direction 2013 to 2014 issued by EFA, applicable accounting standards and the Companies Act 2006.

**1.2 Fund accounting**

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

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

Restricted general funds comprise all other restricted funds received and include grants from the Department for Education.

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

**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2014**

**1. ACCOUNTING POLICIES (continued)**

**1.3 Incoming resources**

All incoming resources are included in the Statement of financial activities when the academy has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

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 entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

General Annual Grant is recognised in full in the year for which it is receivable and any unspent amount is reflected as a balance in the restricted general fund.

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

Sponsorship income provided to the academy which amounts to a donation is recognised in the Statement of financial activities in the period in which it is receivable, where there is certainty of receipt and it is measurable.

The value of donated services and gifts in kind provided to the academy are recognised at their open market value in the period in which they are receivable as incoming resources, where the benefit to the academy can be reliably measured. An equivalent amount is included as expenditure under the relevant heading in the Statement of financial activities, except where the gift in kind was a fixed asset in which case the amount is included in the appropriate fixed asset category and depreciated over the useful economic life in accordance with the academy's policies.

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

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

**1.4 Resources expended**

Expenditure is recognised in the period in which a liability is incurred and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities are costs incurred in the academy's educational operations.

Governance costs include the costs attributable to the academy's compliance with constitutional and statutory requirements, including audit, strategic management and Trustees' meetings and reimbursed expenses.

All resources expended are inclusive of irrecoverable VAT.

**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2014**

**1. ACCOUNTING POLICIES (continued)**

**1.5 Going concern**

The Trustees assess whether the use of going concern is appropriate, i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the academy to continue as a going concern. The Trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

**1.6 Tangible fixed assets and depreciation**

All assets costing more than £1,000 are capitalised.

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. The related grants are credited to a restricted fixed asset fund in the Statement of financial activities and are carried forward in the Balance sheet. Depreciation on such assets is charged to the restricted fixed asset fund in the Statement of financial activities so as to reduce the fund over the useful economic life of the related asset on a basis consistent with the academy's depreciation policy. Where tangible fixed assets have been acquired with unrestricted funds, depreciation on such assets is charged to the unrestricted fund.

Tangible fixed assets are stated at cost less depreciation. Depreciation is not charged on freehold land. Depreciation on other tangible fixed assets is provided at rates calculated to write off the cost of those assets, less their estimated residual value, over their expected useful lives on the following bases:

Leasehold improvements	-	N/A
Fixtures and fittings	-	N/A
Computer equipment	-	N/A

**1.7 Taxation**

The academy is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the academy is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**2. INVESTMENT INCOME**

	Unrestricted funds 2014 £	Restricted funds 2014 £	Total funds 2014 £
Interest received	68	-	68



**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2014**

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

	Unrestricted funds 2014 £	Restricted funds 2014 £	Total funds 2014 £
<b>DfE/EFA revenue grants</b>			
Project Development grant	-	220,000	220,000
	<hr/>	<hr/>	<hr/>
	-	220,000	220,000
	<hr/>	<hr/>	<hr/>
<b>Capital funding</b>			
Other capital grants	-	177,733	177,733
	<hr/>	<hr/>	<hr/>
	-	177,733	177,733
	<hr/>	<hr/>	<hr/>
	-	397,733	397,733
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**4. GOVERNANCE COSTS**

	Unrestricted funds 2014 £	Restricted funds 2014 £	Total funds 2014 £
Auditors' remuneration	-	5,000	5,000
	<hr/>	<hr/>	<hr/>

**5. SUPPORT COSTS**

	Educational operations £	Total 2014 £
Technology costs	4,785	4,785
Staff development	1,763	1,763
Educational consultancy	30,471	30,471
Recruitment and support	3,626	3,626
Professional fees	87,524	87,524
Other support costs	14,025	14,025
	<hr/>	<hr/>
	142,194	142,194
	<hr/> <hr/>	<hr/> <hr/>

**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2014**

**6. RESOURCES EXPENDED**

	Non Pay Expenditure Other costs 2014 £
Support costs	142,194
Governance	5,000
	147,194

**7. NET INCOMING RESOURCES**

This is stated after charging:

	2014 £
Auditors' remuneration	5,000
	5,000

**8. AUDITORS' REMUNERATION**

	2014 £
Fees payable to the academy's auditor and its associates for the audit of the academy's annual accounts	4,000
Fees payable to the academy's auditor and its associates in respect of: All other services	1,000
	5,000

**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2014**

**9. TANGIBLE FIXED ASSETS**

	Short-term leasehold property £	Fixtures and fittings £	Computer equipment £	Total £
<b>Cost</b>				
Additions	113,193	6,116	58,424	177,733
At 31 August 2014	<u>113,193</u>	<u>6,116</u>	<u>58,424</u>	<u>177,733</u>
<b>Depreciation</b>				
At 1 September 2013 and 31 August 2014	-	-	-	-
<b>Net book value</b>				
At 31 August 2014	<u>113,193</u>	<u>6,116</u>	<u>58,424</u>	<u>177,733</u>

At the 31 August 2014 none of the assets had been brought into use. Depreciation will be applied from the 1 September 2014.

**10. DEBTORS**

	2014 £
Other debtors	1,798
Prepayments and accrued income	177,733
	<u>179,531</u>

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

	2014 £
Trade creditors	238
Accruals and deferred income	194,903
	<u>195,141</u>

**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2014**

**12. STATEMENT OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/out £	Carried Forward £
<b>Unrestricted funds</b>					
General Funds - all funds	-	68	-	-	68
<b>Restricted funds</b>					
Project Delveopment grant	-	220,000	(147,194)	-	72,806
<b>Restricted fixed asset funds</b>					
Asset held for depreciation	-	-	-	177,733	177,733
Other capital grants	-	177,733	-	(177,733)	-
	-	177,733	-	-	177,733
Total restricted funds	-	397,733	(147,194)	-	250,539
Total of funds	-	397,801	(147,194)	-	250,607

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

Unrestricted funds are applied to the general work of the academy to support activities inside and outside the curriculum.

Restricted funds are applied specifically in accordance with the rules of each grant and support the education provision delivered by the academy.

Restricted fixed asset funds are applied to the maintenance and improvement of all the academy's fixed assets.

Under the funding agreement with the Secretary of State, the academy was not subject to a limit on the amount of GAG that it could carry forward at 31 August 2014.

**SUMMARY OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/out £	Carried Forward £
General funds	-	68	-	-	68
Restricted funds	-	220,000	(147,194)	-	72,806
Restricted fixed asset funds	-	177,733	-	-	177,733
	-	397,801	(147,194)	-	250,607

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2014**

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

	Unrestricted funds 2014 £	Restricted funds 2014 £	Restricted fixed asset funds 2014 £	Total funds 2014 £
Tangible fixed assets	-	-	177,733	177,733
Current assets	68	267,947	-	268,015
Creditors due within one year	-	(195,141)	-	(195,141)
	<u>68</u>	<u>72,806</u>	<u>177,733</u>	<u>250,607</u>

**14. NET CASH FLOW FROM OPERATING ACTIVITIES**

	2014 £
Net incoming resources before revaluations	250,607
Returns on investments and servicing of finance	(68)
Increase in debtors	(1,798)
Decrease in creditors	(160,325)
<b>Net cash inflow from operations</b>	<u><u>88,416</u></u>

**15. ANALYSIS OF CASH FLOWS FOR HEADINGS NETTED IN CASH FLOW STATEMENT**

	2014 £
Returns on investments and servicing of finance	
Interest received	<u><u>68</u></u>

**16. ANALYSIS OF CHANGES IN NET FUNDS**

	1 September 2013 £	Cash flow £	31 August 2014 £
Cash at bank and in hand:	-	88,484	88,484
<b>Net funds</b>	<u>-</u>	<u>88,484</u>	<u>88,484</u>

**ST MARY'S CHURCH OF ENGLAND SCHOOL, NORWOOD GREEN**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2014**

**17. RELATED PARTY TRANSACTIONS**

Owing to the nature of the academy's operations 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 a trustee has an interest. All transactions involving such organisations are conducted at arm's length and in accordance with the academy's financial regulations and normal procurement procedures.

During the year the school incurred costs in relation to the acquisition of fixed assets of £177,733 (2013: £nil) from The Diocese of London Board For Schools, these costs solely relate to cross charges with no element of profit arising on these transactions. As at the 31 August 2014, £177,733 (2013: £nil) was due to The Diocese of London Board For Schools.

During the year the school incurred costs to Christ the Saviour C.E. Primary School in relation to recharges for Jane Mutch, a trustee, acting as head teacher in sum of £30,471 (2013: £nil). As at 31 August 2014, £12,170 (2013: £nil) was due to Christ the Saviour C.E. Primary School.

These transactions were conducted on normal commercial terms, at arm's length without the exercise of any influence by the related party involved.

In entering into the transactions above, the trust has complied with the requirements of the EFA's Academies Financial Handbook.