

JOTMANS HALL PRIMARY SCHOOL

(A company limited by guarantee)

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2019

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

CONTENTS

	Page
Reference and administrative details	1 - 2
Trustees' report	3 - 17
Governance statement	18 - 24
Statement on regularity, propriety and compliance	25
Statement of Trustees' responsibilities	26
Independent auditors' report on the financial statements	27 - 29
Independent reporting accountant's report on regularity	30 - 31
Statement of financial activities incorporating income and expenditure account	32
Balance sheet	33 - 34
Statement of cash flows	35
Notes to the financial statements	36 - 58

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS

Members and Trustees Mrs N Kadwill, Principal and Accounting Officer (resigned 31 December 2018)¹
Mrs J Lunn, Community Governor
Mrs C Savage, Staff Governor
Mr B Woolf, Community Governor & Vice Chairman¹
Mr P Hodges, Community Governor & Chair of Governors¹
Mr A Keeble, Community Governor (resigned 12 July 2019)
Mr B Dunmow, Community Governor (resigned 28 March 2019)
Mrs G Hindes (appointed 23 July 2019)¹
Mrs S Price, Community Governor¹
Mrs E Nunn, Staff Governor (resigned 11 September 2019)¹
Ms A Sarkar, Parent Governor (resigned 19 January 2019)
Mr L Brooks, Parent Governor (appointed 1 September 2018)¹
Mr R Savage, Community Governor¹
Mr C Buck, Staff Governor (resigned 10 July 2019)¹
Mrs L Holland, Parent Governor (appointed 1 September 2018)¹
Ms S Warnes, Principal and Accounting Officer (appointed 1 January 2019)¹
Mr I Harding, Community Governor
Mrs D Onslow, Parent Governor (appointed 25 October 2019)

¹ Members of the Finance and Premises Committee

Company registered number 7687947

Company name Jotmans Hall Primary School

Principal and registered office High Road
Benfleet
Essex
SS7 5RG

Company secretary Mrs J Curtis

Accounting Officer Ms S Warnes

Senior management team Mrs E Nunn, School Business Manager
Ms S Warnes, Headteacher
Mrs B Chapman, By invitation
Miss F Ward, By invitation
Mrs C Fox, School Business Manager
Mrs P Lovett, Assistant Headteacher

Independent auditors MWS
Chartered Accountants
Statutory Auditor
Kingsridge House
601 London Road
Westcliff-on-Sea
Essex
SS0 9PE

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

Bankers	Lloyds Bank PLC 211 London Road Hadleigh Benfleet Essex SS7 2RD
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Solicitors	Stone King 13 Queen Square Bath BA1 2HJ
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JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2019

The Governors of Jotmans Hall Primary School present their annual report together with the financial statements and auditors' report for the period 1st September 2018 to 31st August 2019. The company was incorporated on 29th June 2011 and converted to an Academy on 1st August 2011. The annual report serves the purposes of both a trustees' report and a directors' report under company law.

The financial statements have been prepared in accordance with the Academy's accounting policies and comply with the Academy's memorandum and articles of association, applicable laws and the requirements of the Statement of Recommended Practice on "Accounting and Reporting by Charities" SORP 2015 as amended by Charities SORP (FRS102) Update Bulletin 1 (together defined as SORP 2015), and Financial Reporting Standard [FRS] 102.

The principal activities of Jotmans Hall Primary School are to provide a Primary School curriculum which satisfies the requirements of section 78 of the Education Act 2002 – a balanced and broad curriculum. The Academy provides an education suitable for pupils aged 4 to 11 of different abilities and serves the local area in which it is sited, Benfleet, Essex. It had 316 pupils on roll as of the Summer Term Census on 16th May 2019.

Structure, governance and management

a. Constitution

The Academy Trust is a company limited by guarantee and an exempt charity. The Charitable Company's memorandum and articles of association are the primary governing documents of the academy trust. The Trustees of Jotmans Hall comprise ALL members of the Governing Body.

The governors act as the trustees for the charitable activities of Jotmans Hall Primary School and are also the directors of the Charitable company for the purposes of company law. The Charitable Company is known as Jotmans Hall Primary School.

Details of the Trustees who served during the year, and to the date these accounts are approved are included in the Reference and administrative details on 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. Trustees' indemnities

The Academy has not provided any indemnities to any third parties in respect of any action taken against the governors in their roles as directors.

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

Structure, governance and management (continued)

d. Method of recruitment and appointment or election of Trustees

Each Governor holds a four year term of office and can choose to renew their term for further four year terms once approved by the Governing Body. The Chairman and Vice-Chair and the Chairmen of each sub-committee are elected yearly.

New Governors are recruited and elected on their ability to play an active role in the Governance of the Academy. Any person expressing an interest in becoming a governor is invited to an informal discussion with the Headteacher and given a copy of Jotmans Hall Primary School's Governors' Handbook so that they are aware of what the role entails and requirements for members of the governing body. If a particular weakness is identified in the knowledge and skills of the Governing Body, then applicants will be actively sourced by current members of the Governing Body who have the desired experience or expertise. When a vacancy occurs a new governor is sought in a variety of ways, depending on the type of governor vacancy; individuals with particular skills may be approached to see if they may be interested in becoming a governor.

Parent Governors are elected following an invitation to all parents/carers of pupils currently attending the Academy and a ballot will be held if there are more applicants than vacancies. Parents/carers then vote for their preferred candidate (s) based on a short paragraph written by the candidates seeking office.

Staff Governors are elected following an invitation to all current staff and if there are more candidates than vacancies a ballot of current staff members will be held. A cross section of staff is favoured by the Academy and so staff are encouraged to apply and a copy of the Governors' Handbook is given to any interested candidate.

Community Governors contact the School to request to be a Community Governor or they are approached by current Governors. Their appointment is discussed and approved by the Full Governing Body.

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

Structure, governance and management (continued)

Jotmans Hall Primary School

Name of Committee (*statutory committee)	Membership	Others	*Chairman	Quorum	Meetings	Clerk	Reporting Back	Review
Admissions*	3 Governors	-	To be decided when required	3	As required	Clerk to the Governing Body	Via minutes	Annually Summer-term
Curriculum & Pastoral	5	3 Assistant Headteachers (Associate Members)	1st C&P meeting at beginning of each academic year	3	Termly & as required	Clerk to the Governing Body	Via minutes & verbal reports	Annually Summer term
Finance & Premises	9	-	1st F&P meeting at beginning of each academic year	3	Bi-monthly (except Aug & Dec) & as required	School Business Manager – Personnel and Admin	Via minutes & verbal reports	Annually Summer term
Full Governing Body	15	3 Assistant Headteachers (Associate Members)	1st FGB meeting at beginning of each academic year. Term of office - 1 year	50% - of existing membership	At least one per term except Autumn when there will be two	Clerk to the Governing Body	Via minutes	Annually 1st meeting of Autumn term
Pay & Personnel	7	-	1st P&P meeting at beginning of each academic year	3	Termly & as required	School Business Manager – Personnel and Admin	Via minutes & verbal reports	Annually Summer term
Headteacher's Pay Committee	3	-	All meeting	3	Summer Term	School Business Manager – Personnel and Admin	Verbal Reports	As required
Pupil Discipline*	3	-	To be decided when required	3	As required	Clerk to the Governing Body	Via minutes	Annually Summer-term
Staff Capability & Dismissal*	3	-	To be decided when required	3	As required	Clerk to the Governing Body	Via minutes	Annually Summer-term
Staff Capability & Dismissal Appeals*	5	-	To be decided when required	3	As required	Clerk to the Governing Body	Via minutes	Annually Summer-term

*These Statutory Committees are to be formed as and when required, subject to the availability of governors and the following constraints

Attendance at Meetings

All governors are expected to attend the full Governing Body meetings and to choose at least one sub-committee to join. The composition and range of sub-committees is laid out in the Terms of Reference for the Governing Body and this includes both statutory and non-statutory committees. The number of governors and the quorum for meetings and decisions required for each sub-committee varies and is laid down in the terms of reference for each individual committee.

In the first meeting of each academic year (generally in September) governors are chosen to sit on the sub-committees of the Governing Body. Current members are asked if they wish to continue on the committee they are currently on. They may stay on, change or add another committee as they wish subject to a vacancy on the particular committee. Each sub-committee's quota of members will be filled in this way, although there may be vacancies if the Governing Body has vacancies at that point.

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

Structure, governance and management (continued)

e. Policies adopted for the induction and training of Trustees

Prospective Governors

Prospective governors are given - Desirable Governor Competences, Mutual expectations & the role of Governors at Jotmans Hall. They are also informed that as a Governor of Jotmans Hall Primary School, their details will be registered at Companies House and they will be a Director of the Academy for as long as they are a Governor at the School.

Prospective governors are invited to discuss their interest in the role with the Headteacher and have a tour of the Academy.

Newly Appointed Governors receive the following pack:-

- Governors Handbook;
- Articles of Association;
- Funding Agreement;
- The school's current prospectus;
- Minutes of the most recent meetings of the governing body (including sub-committees);
- A calendar of governing body and committee meetings;
- The school's current Development Plan;
- The school's 'Financial Regulations & Scheme of Delegation';
- Academies Financial Handbook;
- The most recent OFSTED inspection report and any consequent action plan;
- Code of Conduct;
- Governors Skill Evaluation sheet;
- Business Skills Form;
- Access to the statutory and non-statutory policies adopted by the governing body;
- Up to date Admissions Policy;
- Governors in School Policy;
- Keeping Children Safe in Education.

The Link Governor (Clerk) will:

- Discuss training possibilities especially if there is a specific interest in particular areas, e.g. special needs, curriculum or finance;
- Establish the availability of suitable courses; supply further details and book places.

Newly appointed governors are invited to attend sub-committee meetings as an observer prior to choosing which Committee they wish to join, subject to a vacancy on that committee.

A "buddy" governor will be chosen to help new governors settle in, understand the role and answer any queries they may have.

All new Governors are encouraged to attend an Induction Course and any further training which they are interested in and which is relevant to the needs of the Governing Body at that time. Where a need is identified by the Governing Body, or by an individual governor, then a course is sourced or in-house provision is arranged with a suitable trainer. The school's educational consultant provides a tailored course covering performance data and he provides an analysis for both governors and staff. In addition, governors are invited to a benchmarking session to consider the school's spending patterns and income generation compared to other local schools and a cohort of similar schools from a wider area.

The Clerk to the Governors attends regular training and briefing sessions with the Essex Clerks Association.

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

Structure, governance and management (continued)

f. Organisational structure

Jotmans Hall Primary School is governed by the Governing Body, constituted under a memorandum of association and articles of association.

The Headteacher is the Accounting Officer and she is supported by the Senior Leadership Team who make decisions for the Academy, in conjunction with the Governing Body. The Governing Body has delegated the day-to-day running of the academy to the Headteacher and senior staff.

The Governing Body is responsible for ensuring that high standards of corporate governance are maintained, assisted by their internal auditor and external auditor. In exercising these powers and functions with a view to fulfilling a largely strategic leadership role in partnership with the Senior Leadership Team the Governing Body sees its role as:-

- Monitoring performance
- Developing policies and strategic development,
- Ensuring the sound management and administration of the Academy,
- Ensuring compliance with legal requirements,
- Ensuring that effective internal controls are in place,
- Managing resources
- Ensuring the Academy meets the needs of the local community and responding to these needs.

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

Structure, governance and management (continued)

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

The key management personnel of the academy comprise the trustees and key staff, being the Headteacher and members of the Senior Leadership Team who are routinely in attendance at Board of Trustees meetings.

Jotmans Hall's policy is that no trustees are remunerated for their services as a trustee. Jotmans Hall has a Pay & Personnel Committee and Headteacher's Pay Committee made up of current trustees. These committees have responsibility for agreeing the pay and remuneration of key staff on an individual level and have access to external professional advice which includes benchmarking, market trends and the advice of a professional adviser with regard to the Headteacher's pay.

The key staff are currently remunerated by base salary alone and based on a pay related performance management scheme. The objectives set by these committees have both individual and school-based elements (short-term and long-term) and are designed to promote the long-term success of the school.

Achievement against individual objectives for the Senior Leadership Team are assessed in the first instance by the Headteacher and achievement against individual objectives for the Headteacher are assessed by the Headteacher's Pay Committee. Outcomes for school-based objectives are reviewed by the Headteacher annually.

The Pay Range for Leadership posts at this school have been divided into Pay Progression Stages and the Salary Range for the Headteacher consists of a range of 7 progression stages and the Salary Range for Deputy and Assistant Headteachers consists of 5 progression stages.

Progression within the Salary Range will be subject to the individual demonstrating a sustained high quality of performance having regard to the most recent review carried out under the Performance Management Policy. Determination of whether there has been "sustained high quality of performance" will be made in accordance with set criteria.

Where the Pay Committee is satisfied that there has been a sustained high quality of performance, the employee will move up to the next Performance Pay Progression Stage. Where performance is considered to be exceptional, the Pay Committee may move the employee up two progression stages.

When determining the starting salary of a newly appointed member of the Leadership Group, the Governing Body will have regard to the extent to which the candidate meets the requirement of the post and whether this merits a starting salary higher than the minimum of the Range. The starting salary will allow for performance progression over time.

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

Structure, governance and management (continued)

h. Related parties and other connected charities and organisations

Jotmans Hall Primary School works in educational collaboration with The Robert Drake School. The two schools are separate legal entities, but work together on joint staff training programmes, have collaborative meetings for teachers and share curriculum expertise.

In addition to the above informal working arrangement, Jotmans Hall Primary School is part of The BATIC Partnership Trust (Company number 07655788). This Trust was formed on 2nd June 2011 and comprises primary, special and secondary schools in the Benfleet and Thundersley area. The BATIC Trust's Mission Statement is "Working Together for a Stronger Community" and their priorities were reviewed to ensure that they focus on providing counselling services, CPD for staff and governors and Sport.

The school has maintained close links with the Benfleet and Thundersley Inter-school Cluster group and in particular Glenwood School, a Community Special School maintained by the Local Authority. Jotmans Hall and Glenwood School pupils take part in joint cultural events during the year. Additionally, the school maintains close links with secondary schools in the local community and in particular The Appleton School. This facilitates the smooth transition of our pupils into their next phase of education.

The academy is an active promoter of the Benfleet School Teaching Alliance (BTSA) whose aim is to share excellent teaching practices, shape initial teacher training, offer tailored school-to-school support, develop leadership potential and provide high quality training for teachers.

The academy has used part of its Primary PE and Sports Premium funding to purchase membership of the CastlePoint and Rochford School Sport Partnership.

The academy is also a member of the South East Essex Schools Music Association (SEESMA) and the Academy's infant pupils and junior choir take part in the SEESMA music festivals each year.

Tree Tots Pre-School operates from Jotmans Hall Primary School's premises. The Pre-School is run for the benefit of the local community and is open to pre-school pupils living in the area. Jotmans Hall Primary School and Tree Tots Pre-School operate an informal educational partnership to support pupils moving from pre-school education into primary school. The main focus of this partnership is shared working practices and close liaison on educational issues to ensure a smooth transition from the Pre-School to the main school.

i. Trade Union Facility Time

No time provision or pay provision has been requested or allocated for staff members of Jotmans Hall Primary School.

Objectives and activities

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

Objectives and activities (continued)

a. Objects and aims

The aims of the Academy are to advance for the public benefit, education, in particular establishing, maintaining, carrying on, managing and developing a school offering a broad and balanced curriculum. At Jotmans Hall Primary School every child matters. We aim to inspire our pupils to enjoy thinking and learning, enabling them to achieve their potential and provide them with the skills to succeed in the 21st Century.

The Academy will be at the heart of our community, promoting community cohesion and sharing facilities with other schools and the wider community. There will be an emphasis on the needs of individual pupils, addressing their individual needs including pupils requiring SEN support and those with an Educational Health and Care Plan.

The Academy aims to promote, for the benefit of all inhabitants of the Benfleet area, provision of facilities for recreation and other leisure time occupation. These facilities will aim to address the needs of and improve the lives of local people, recognising their youth, age, infirmity or disablement, financial hardship, social and economic circumstances, in the interests of social welfare.

b. Objectives, strategies and activities

The School Development Plan has been tailored to meet the overall objectives and aims of the school. It is constantly reviewed and key priorities updated annually. It covers all aspects of achievement and standards across the curriculum, pupil progress, behaviour and wellbeing, attendance, staff and governor management, premises, finance and resources.

In terms of curriculum, the main targets within the School Development Plan for 2018-19 were as follows:-

- For all pupils to make expected or more than expected progress
- To increase the number of pupils in Foundation Stage and Key Stage 1 to achieve greater depth in Maths and reading
- To increase the number of pupils in Key Stage 2 to achieve greater depth across the curriculum
- To ensure new assessment arrangements MTC (Multiplication Tables Check) are implemented and ensure use of Times Tables Rockstars throughout KS2.
- Monitoring the impact of the Sports Premium;
- Continue to develop and implement the school's behaviour strategy ERIC (effort, respect, independence, communication)
- Monitoring pupil premium pupils

Targets, In terms of premises and resources, were:-

- For the Outdoor Area to continue to be developed
- For all classes to complete at least one Outdoor Learning lesson per term for literacy, maths, science and foundation subjects

c. Public benefit

The Academy's governors confirm that they have referred to the guidance in the Charity Commission's guidance on public benefit when reviewing the Academies objectives and aims and in forward planning. The Academy's governors have ensured that the Academy's aims are targeted towards the advancement of education. This is supported by the Academy's aims to provide a balanced curriculum and support the health and welfare of all our pupils and staff with due regard for equality of opportunity.

Strategic report

Achievements and performance

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

Strategic report (continued)

Achievements and performance (continued)

a. Key performance indicators

	2018-19	
	National Average	Jotmans Hall Primary School
Attendance (whole school)	95.67%	95.58%
EYFS – Working at Good Level of Development	71.8%	73.3%
Phonics Screening – Year 1	82%	70%
KS1 – Reading (achieving expected standard)	75%	82%
KS1 – Maths (achieving expected standard)	76%	80%
KS1 – Writing (achieving expected standard)	69%	76%
KS2 – Reading (achieving expected standard)	73%	68%
KS1 – Writing (achieving expected standard)	78%	77%
KS2 – Maths (achieving expected standard)	79%	85%
KS2 – Grammar, Punctuation and Spelling (achieving expected standard)	78%	85%

Indicators, Milestones and Benchmarks

The school monitors the progress of pupils, classes and year groups very closely, using several sources of comparative data to benchmark academic achievements, including the following:-

- Key Stage 1 and Key Stage 2 SATs results
- Year 1 Phonics Screening Test Outcomes
- EYFS Profile Outcomes
- Inspection Data Summary Report and Analyse School Performance Data
- Primary Target Tracker
- Tapestry
- Quality of Teaching and Learning
- Attendance Data
- Termly Internal Data Monitoring
- Staff development and turnover
- Number on school roll
- Take up of early year places
- School Development Plan
- Budget – value for money

The academy's results for 2019 (see above) show that the school's performance continues to be in line with national averages, however the academy recognises that there has been a dip in certain areas i.e. KS2 reading and Year 1 phonics. These areas have been incorporated as targets for improvement within the School

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

Strategic report (continued)

Achievements and performance (continued)

Development Plan.

Below is a summary of the Academy's year:-

- The Early Years pupils maintained Good Level of Development scores.
- KS1 SATs results showed positive progress and attainment with a good amount of children working at greater depth.
- KS2 SATs results were in line with national averages in some subjects (reading, writing) and above national averages (maths, grammar/punctuation and spelling).
- The number on roll remained high and we were over-subscribed in many year groups. Any vacancies were filled immediately with children held on our waiting list.
- There was an emphasis on training and continued professional development to ensure all staff remain highly skilled and motivated
- The Academy's budget was carefully managed to ensure financial sustainability and best use of resources to further improve learning outcomes
- Targeted use and careful monitoring of the impact of Pupil Premium Funding and Primary PE & Sport Premium to ensure this funding was used effectively
- The premises continued to be maintained to a high standard meaning all pupils and staff were working in a safe, attractive and comfortable environment

Additional achievements were:-

CIF Project

A bid for Condition Improvement Funding was submitted in December 2018 for electrical and fire safety improvements to the main building. The bid was successful and funding for the full £586,000 was secured. Works started over the summer holidays and will continue until Easter 2020. These works include a complete electrical re-wire, provision of a compliant fire alarm and emergency lighting. The works will ensure the control of fire spreading allowing sufficient time for evacuation. All ceilings will be replaced to allow for ease of future access and suitable containment and compartmentation. Old lighting will also be replaced with LED fittings to meet compliance and save on energy bills.

Outdoor Learning

The Academy applied and was successful in securing a Tesco for Bags award (£2,000) for the further development of the outdoor learning programme which was a priority in the school development plan. This included the refurbishment of the flower beds and outdoor area, together with the purchase of a weather station and mud kitchen.

ICT

The rolling programme to replace whiteboards in the classrooms with interactive television screens continued throughout 2018-19 with new equipment in Acorn class. This programme will continue into the next year.

Bug Club

A new reading programme to help children master fluency and deepen comprehension was purchased and implemented in Key Stage 1 towards the end of 2018-19. The reading scheme offered both guided reading materials for use in school and independent reading materials to encourage reluctant readers to read at home and increase reading enjoyment.

Rocket Fund

A Rocket Fund (matched funding) was launched to help fundraise for cameras for the children to use in the Outdoor Areas to enable them to document their work. The Academy pledged £250 and following donations from parents/carers £530 was ultimately raised.

Houses of Parliament

The School Council and Eco-Council visited the Houses of Parliament and went to 10 Downing Street this year. They took part in a workshop showing pupils how voting works and answering key questions such as what

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

Strategic report (continued)

Achievements and performance (continued)

elections are and what democracy is. This was an exciting, worthwhile trip that will be repeated next year.

Areas for improvement

Phonics

Characteristically the school has achieved in line or above National average scores for Phonics. However, 2018/19 phonic results show a significant dip (see above). There are different reasons for this including; teacher turnover in each Year 1 class; a change of Headteacher and SLT members during the year and internal assessments indicating a low attaining year group in all subjects. In response, the school has made phonics and reading a school development priority. We are investing in resources including a dedicated Learning Support Assistant to carry out phonic intervention groups and strategies. This is to ensure that the phonics results return to at least national standards and to focus interventions to accelerate the progress of individuals that failed to achieve the required standard in Year 1.

Attendance

Improving the academy's attendance figures to at least average levels remained a priority for 2018-19 by continuing to work closely with families in order to reduce the number of absences. Pupil attendance was monitored continually and as a consequence a total of 36 penalty notices were issued by the local authority. Whole school attendance figures were on track until the end of the Spring term with a whole school attendance forecast of over 96%. However, due to the number of holidays taken during the Summer term this figure reduced to 95.58%. The academy has committed to look at additional methods of improving attendance for 2019-20 and this is a specific target in the School Development Plan.

Key financial performance indicators are monitored by the governing body to ensure the financial position remains sufficient to fund future needs. Achieving pupil capacity across the school secures regular pupil funding (see below) which is integral for forward planning. Consistency in teaching staff costs are also important. The governing body makes use of "benchmarking" data and statistical data analysis. Comparison is between local schools and similar funded schools across the country. Performance measures are largely educational and pastoral, and these are detailed within our objectives, strategies and activities. However, continual analysis of this data helps to make informed judgements regarding short and long-term planning, goals and efficiencies. The table below details some examples:-

	2018-19	2017-18	2016-17
NOR	317	303	301
GAG Funding	1,097,572	1,081,986	1,082,922
Pupil Premium	63,743	71,120	73,760
Teaching Staff Costs against GAG	57%	52%	58%
Support Staff Costs against GAG	46%	45%	40%
Average Pupil Teacher Ratio	25:1	27:1	26:1

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

Strategic report (continued)

Achievements and performance (continued)

b. 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 they continue 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.

Financial review

a. Reserves policy

The Governing Body regularly monitors the reserves to ensure that sufficient funds are maintained to meet anticipated future needs whilst avoiding long term accumulation of excessive sums.

As at 31st August 2019, the Academy had net reserves of £179,041 (£159,245 in 2018). In addition, formula capital of £13,932 and CIF funding of £443,187 in respect of the electrical project were carried forward to 2019-20.

Due to the inclusion of the Local Government Pension Scheme (LGPS) deficit, the restricted funds are in deficit at the year end. However, this does not mean that an immediate liability for this commitment has crystallised. This Local Government Pension Scheme (LGPS) deficit has resulted in an increase in the employers' pension contributions over a period of years. The Academy Trust will continue to monitor its budget plans to ascertain how this additional cost might affect its future funds.

b. Investment policy

The charitable company's current policy is to invest surplus funds in short term cash deposits. There are no investments held beyond cash deposits retained with the major UK clearing banks. Speculative investments are not permitted.

For the period ended 31st August 2019, the charitable company's cash balances generated a return of £156.74.

c. Principal risks and uncertainties

The Academy Trust regularly undertakes a comprehensive assessment of possible risks to the future of the Academy (Risk Register). The Risk Register is regularly reviewed by the Governing Body. The chief risks identified include issues relating to academic performance and funding. The Academy has developed policies and procedures to mitigate these risks. Where significant financial risk still remains, the school has ensured there is adequate insurance cover in place. There are effective systems of internal financial control (explained in more detail in the Governance Statement).

Falling pupil numbers would impact on funding streams for the Academy, making a deficit budget a possibility and affecting long-term viability. Consequently, pupil forecasts and local trends are monitored and appropriate responsive action is taken to ensure that the Academy is not under subscribed.

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

Strategic report (continued)

Financial review (continued)

d. Financial review

The Academy received the majority of its Grant income from the Education and Skills Funding Agency (E.S.F.A.) an agency of the Department for Education, in the form of recurrent grants, the use of which is restricted to the Academy's key educational objectives.

Pupil Premium funding remained consistent. Careful use of this funding provided free access to all the opportunities afforded to the more affluent members of the School community – such as educational visits and residential trips, music lessons and 1:1 tuition. The Pupil Premium Plan was carefully monitored by SLT and governors to ensure that pupils in this group made progress in line with their peers. Supporting pupils' attendance was a key area of expenditure from this funding, including supporting pupils to attend early morning support clubs and ensuring that they arrived at school on time by a variety of means. These strategies had a positive impact on attendance figures for this group with attendance rising from 95.8% in 2017-18 to 96.15% in 2018-19.

The School Sports Initiative Funding remained at the higher allocation for 2018-19. This increased funding facilitated the funding of additional opportunities for sport both within the curriculum and in extra-curricular sports opportunities. A sports coach delivered an extensive programme of activities for all year groups during lunchtimes which enabled children to participate in a variety of new sporting activities.

The main area of expenditure for the year continued to be maintaining strong staff teams to support pupils of all abilities to make progress in line with the challenging targets which the Academy set for itself.

Expenditure was kept to a minimum wherever possible, in order to try to increase the carry-forward into the next year.

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019

Fundraising

At various times during the year the pupils of the Academy are involved in raising funds for specific charities. These include The Royal British Legion Poppy Appeal, BBC Children in Need and Comic/Sport Relief. In addition, during 2018-19 the Academy raised charitable funds to support the re-refurbishment of the swimming pool at The Appleton School.

The academy also runs fundraising events throughout the year to raise funds for particular initiatives/programmes within the school. During 2018-19 an important focus was in relation to safeguarding where funds raised were used to provide vital first aid training for all year groups.

The academy is fortunate to have an active Parent Teacher Association, Friends of Jotmans Hall (FOJH) which co-ordinates and runs a variety of fundraising events throughout the year. These events include an inflatable day, summer fete, Christmas bazaar and sales for celebration events i.e. Mothers' Day/Fathers' Day. FOJH raised a total of approximately £8,000 during the last year; a proportion of these proceeds went towards a new reading scheme for KeyStage 1.

Fundraising is a small part of the academy's approach to raising money. The academy complies with the legal duties set out in the Charity Commission's publication "Charity fundraising : a guide to trustee duties (CC20)" by:-

- Acting in the charity's best interest;
- Managing the charity's resources responsibly; and
- Acting with reasonable care and skill.

The academy and PTA work close together and the Senior Leadership Team is involved in all fundraising events. All fundraising events take place on site and marketing is proportionate with event information included in letters, newsletters, website and social media. No external or professional fundraisers are used.

Plans for future periods

The Academy's plans for the future include:-

1. To develop the curriculum in line with the new Ofsted requirements
2. To further improve the outcomes in phonics and reading across the school with particular emphasis in KS1 and EYFS
3. To embed and develop the new senior management structure
4. To further develop ways of improving attendance
5. To further develop the long-term ICT Plan with the introduction of a combination of tablets and laptops for use throughout the school
6. To gain capital funding to remodel the Admin area to provide an accessible foyer and integral medical room

Funds held as custodian on behalf of others

The Academy Trust does not hold, and the Governors do not anticipate that it will in the future hold, any funds as custodian for any third party.

Disclosure of information to auditors

Insofar as the Trustees are aware:

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

JOTMANS HALL PRIMARY SCHOOL

(A company limited by guarantee)

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2019**

Auditors

The Governing Body has re-appointed the current Auditors MWS Ltd for the next financial year beginning 1st September 2019.

The Trustees' report, incorporating a strategic report, was approved by order of the board of Trustees, as the company directors, on 26 November 2019 and signed on its behalf by:

Mr P Hodges

Chairman of Governors



JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

GOVERNANCE STATEMENT

Scope of responsibility

The Trustees are satisfied that the internal control systems in operation at the Academy during the period from 1st September 2018 – 31st August 2019 were adequate and effective.

The Trustees' views have been informed by:-

- Monthly management reports which were received by Trustees,
- Bi-monthly Finance and Premises Committee Meetings to monitor the Academy's performance and to ensure that the Academy's resources are appropriately managed and controlled,
- Regular scrutiny of financial and other performance monitoring data
- regular reports from the Headteacher and other managers to the governing body
- The reports of the Responsible Officer

Trustees have ensured that the Academy has kept proper accounting records during the period which have enabled the financial position of the Academy to be accurately tracked. The Academy has maintained and operated an effective system of internal control to safeguard all the resources delegated, granted or otherwise entrusted to the school and ensured they are used cost effectively.

The system of internal control has been developed and is coordinated by the Accounting Officer. It aims to provide as much assurance as is reasonably possible (not absolute assurance) that assets are safeguarded, transactions are properly authorised and recorded and that material errors or irregularities are either prevented or can be detected promptly

As Trustees, we acknowledge we have overall responsibility for ensuring that Jotmans Hall 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.

The board of Trustees has delegated the day-to-day responsibility to the Principal, 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 Jotmans Hall Primary 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.

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

GOVERNANCE STATEMENT (CONTINUED)

Governance

The information on governance included here supplements that described in the Trustees' report and in the Statement of Trustees' responsibilities. The board of Trustees has formally met 4 times during the year.

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

Trustee	Meetings attended	Out of a possible
Mrs N Kadwill, Principal and Accounting Officer	2	2
Mrs S Coultup, Staff Governor	0	0
Mrs J Lunn, Community Governor	3	4
Mrs C Savage, Staff Governor	4	4
Mr B Woolf, Community Governor & Vice Chairman	3	4
Mr P Hodges, Community Governor & Chair of Governors	4	4
Mr A Keeble, Community Governor	0	4
Mr B Dunmow, Community Governor	0	3
Mrs G Hindes	0	0
Mrs S Price, Community Governor	4	4
Mrs E Nunn, Staff Governor	3	4
Ms A Sarkar, Parent Governor	0	2
Mr L Brooks, Parent Governor	2	4
Mr R Savage, Community Governor	2	4
Mr C Buck, Staff Governor	3	3
Mrs L Holland, Parent Governor	3	4
Ms S Warnes, Principal and Accounting Officer	4	4
Mr I Harding, Community Governor	4	4
Mrs D Onslow, Parent Governor	0	0

The academy has a strong Governing Body and attendance at meetings is typically very high. However, governor attendance for a few governors has been low. As a result of on-going work commitments Mr A Keeble and Ms S Sarkar decided to step down. Mr B Dunmow also found attending meetings difficult; given the nature of his job; so also decided to step down. A couple of the school's governors have work commitments which make maximum attendance difficult. They do, however, regularly support the school in other ways i.e. governor monitoring and climate walks. The Chair of Governors has, however, spoken to all governors with low attendance and reminded them of the need to regularly attend committee meetings.

Changes in the composition of the Governing Body

We started the year with a total of 15 Governors made up as follows:

- 4 Staff Governors (including the Head Teacher)
- 3 Parent Governors
- 8 Community Governors.

There were 5 resignations from the Governing Body, Mrs N Kadwill retired at the end of 2018, Ms A Sarkar resigned in January 2019, Mr B Dunmow resigned in March 2019, Mr C Buck resigned in June 2019 and Mr A Keeble resigned in July 2019. Ms S Warnes joined The Full Governing Body as an Ex –Officio staff governor in her capacity as Head Teacher in January 2019. Mrs G Hindes joined The Full Governing Body as a staff governor in July 2019. This resulted in a total of 12 governors at 31 August 2019.

Review of governance

During 2018/19 the Governing Body set itself targets as part of the School Development Plan 2018-2019. These targets were monitored and evaluated and success criteria were put in place. The main priorities for the Governing Body for 2018/19 were as follows:-

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

GOVERNANCE STATEMENT (CONTINUED)

Governance (continued)

- 1) Carry out at least one Climate Walk per term, either with a member of the SLT or with the Head Boy and Girl. Climate walks were completed in all three terms.
- 2) To carry out Subject Monitoring with each Subject Leader, with an additional focus on outdoor learning. This was completed in the Summer term.
- 3) To visit the School Council.
Mr Harding visited the School Council in the Autumn term. Mr Hodges and Mr Brooks visited the school council in the Spring Term
- 4) To visit the Eco Council.
Mrs Lunn accompanied the Eco Council on their trip to the Houses of Parliament.
- 5) To visit the Digital Council.
This visit has been deferred until the 2019 autumn term

The Governing Body reviewed the above activities termly during Governing Body meetings to monitor the progress being made, and Governors gave written or verbal feedback following visits.

The Governing Body also carried out a skills audit in July 2019, All Governors were asked to complete a questionnaire to identify any gaps in skills or knowledge which needed consideration in relation to the current community governor vacancy and future vacancies. (The questionnaire is designed by the National Governors' Association specifically for single academy trusts.) Individual members of the Governing Body completed the skills audit (rating their experience between 1 and 5, 1 meaning none and 5 meaning extensive experience); these were then analysed by the Clerk using a tool provided by the National Governors' Association. The skills against which the governors were asked to rate themselves are classified as either 'essential' or 'desirable'.

Analysis of the 'essential' skills showed that the 10 Governors who completed the surveys rated themselves highly (4 or 5) in most areas. However, the governors rated their experience average (3) when it came to stakeholder management, financial management expertise, strategic planning, experience of basing funding decisions on organisational priorities, the ability to interpret financial data and question financial performance and for their experience of HR policies and processes. It is worthy of note that not all governors have rated their own expertise.

Analysis of the 'desirable' characteristics showed that the governors have a lack of experience of board membership in other sectors or schools; there is also a general lack of experience of members who have chaired a governing board or committee. On a whole governors felt that they have a lack of experience in school sector HR policy and processes, experience in inspecting and oversight in the school sector. These results will be taken into account when recruiting new governors for the current vacancies.

Conclusions:- No area scored consistently weakly. All areas had Governor(s) that rated themselves highly, however when the next Governor is selected someone with experience of school accountability and strategic leadership either within a school or another sector, would be an asset.

This exercise will continue to be completed annually during the Summer Term to identify any gaps and to evidence any increase in skills/knowledge as the current Governors' terms of office extend.

The Finance and Premises Committee is a sub-committee of the main Governing Body with delegated powers to consider and make decisions in respect of various functions of the Governing Body. The Committee carries out the audit functions as part of their terms of reference and closely monitors Pupil Premium Plans, Sports Initiative Plans and fundholding monitoring. Since the committee meets bi-monthly, with monthly reports and memos they have a very good understanding and involvement in the monitoring of the Academy's financial and premises issues.

The Chairman of the Finance and Premises Committee is very experienced and the Chairman of Governors also attends this Committee and both bring high level financial management expertise and understanding from careers in a business environment. High levels of attendance by members ensures continuity across this area of

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

GOVERNANCE STATEMENT (CONTINUED)

Governance (continued)

expertise and, in addition, members have a wide range of skills, backgrounds and interests (due to careful selection of new Governors) ensuring that the Committee is very effective.

Attendance during the year at meetings was as follows:

Trustee	Meetings attended	Out of a possible
Mr C Buck	4	5
Mr B Woolf	6	6
Mr P Hodges	6	6
Mrs N Kadwill	1	2
Ms S Warnes	4	4
Mrs E Nunn	6	6
Mr R Savage	3	6
Mrs L Holland	4	6
Mr L Brooks	4	6
Vacancy	0	0

Mrs Fox continued to attend Committee meetings in her capacity as School Business Manager – Admin/Personnel and Clerk to the Committee.

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

GOVERNANCE STATEMENT (CONTINUED)

Review of value for money

As accounting officer, the Principal 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 trust's use of its resources has provided good value for money during the academic year, and reports to the board of trustees where value for money can be improved, including the use of benchmarking data where available. The accounting officer for the academy trust has delivered value for money during the year by:

- Challenging the functions of the Academy;
- Monitoring outcomes of our pupils and our financial performance;
- Consulting with our stakeholders before we make major decisions;
- Ensure fair competition and value for money through quotes and tenders.

The Accounting Officer for the academy has delivered improved value for money during the year by:

- Continuing with the programme to replace classroom whiteboards with interactive TVs; 5 classes now have the use of this new technology. This programme will continue into 2019-20.
- Successful completion of a heating project to enhance the facilities for present and future pupils.
- Successfully securing matched funding for the purchase of new classroom cameras, time lapse cameras for the outdoor learning area and go-pro cameras for pupil use.
- Gaining capital funding for £587,000 for electrical and fire safety improvements to safeguard the school site.
- Purchase of grounds maintenance equipment for use all-year round. (Cost equals grounds maintenance contract which has been cancelled meaning full cost will be recouped after the first year.)
- Regular lettings support programme of income generation and support community activities.

Financial

Other examples demonstrating good value for money were by:-

- Regular budget monitoring and reporting to Governors, with an annual independent review of controls
- Benchmarking exercise against similar schools to look for areas that required improvement – none were found
- Annual review of contracts to ensure the Academy achieves a good mix of quality and effectiveness at a fair price. This included the appointment of a new staff absence insurance provider at a saving of £4,000.
- Collaboration with other local schools to ensure best prices for purchases and the sharing of good practice to raise standards
- The Academy constantly strives to reduce waste by raising the awareness of all staff to the principles of value for money.

Partnerships

Useful collaboration with partner schools continued:-

- The School's involvement in the Benfleet and Thundersley Interschool's Cluster Trust continued, enabling excellent value for money to be attained for a wide range of training courses for Site Staff, Associate Staff and teaching staff. The Trust enabled various groups of staff to meet regularly and share best practice, including the School Business Managers.

An important benefit of this collaboration was in respect of the Capita supplier contract which provides the school's core system for pupil data and financial management systems. The school was again able to secure a reduced rate for these services as part of the BATIC Trust.

Use of the premises by the local community continued to be a strength of the School. Partnerships with a local

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

GOVERNANCE STATEMENT (CONTINUED)

Review of value for money (continued)

community fitness club continued during 2018-19 with an established letting for a Ju-jitsu class throughout the entire year. Additional letting opportunities were explored in order to raise additional income for the school and the school has put plans in place to advertise the site on a local hall letting website to facilitate this. This will be actioned when the current works in the school have been completed.

General

Income generation from activities remained constant in 2018-19 the Woodland Club and Catering have both been financially successful. Close monitoring of income and expenditure means neither of them need to be subsidised. This year's benchmarking exercise showed that Jotmans Hall Primary School was very effective at generating extra income, which was ploughed straight back in to providing educational resources for the pupils.

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 Jotmans Hall Primary School for the year 1 September 2018 to 31 August 2019 and up to the date of approval of the annual report and financial statements.

Capacity to handle risk

The Governing Body has reviewed the key issues to which the academy trust is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The Governing Body is of the view that there is a formal on-going process for identifying, evaluating and managing the academy trust's significant risks that has been in place for period 1st September 2018 to 31st August 2019 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the Governing Body and a review of the Risk Register was carried out in November 2018, with the relative risk ratings reconsidered.

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

GOVERNANCE STATEMENT (CONTINUED)

The risk and control framework

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

- comprehensive budgeting and monitoring systems with an annual budget and periodic financial reports which are reviewed and agreed by the board of Trustees
- regular reviews by the Finance and General Purposes 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 beginning of the year the board of trustees considered the need for a specific internal audit function and decided not to appoint an internal auditor. However, the Trustees appointed an experienced financial manager as an external Responsible Officer (RO) to give advice on financial matters and perform a range of checks on the academy trust's financial systems. However, following the resignation of the appointed Responsible Officer, the decision was made to appoint Essex County Council's finance team to carry out an internal controls audit which was carried out in August. No material control issues arose as a result of this internal controls audit. This form of internal monitoring will continue in 2018-19 with two annual visits.

In addition, the Accountants provide support and guidance to the School Business Managers when they are preparing and submitting financial returns.

The academy adopts the local authority's Financial Regulations and Scheme of Delegation template which incorporates any amendments reflected in the Academies Financial Handbook each year.

Review of effectiveness

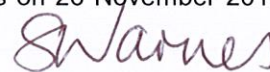
As accounting officer, the Principal has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by:

- the work of the external auditor and the Responsible Officer;;
- the financial management and governance self-assessment process;
- the work of the Finance Director within the Academy who has 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 on 26 November 2019 and signed on their behalf by:

Mr P Hodges
Chair of Trustees



Ms S Warnes
Accounting Officer

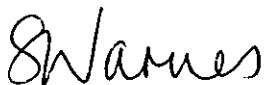
JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

STATEMENT ON REGULARITY, PROPRIETY AND COMPLIANCE

As accounting officer of Jotmans Hall Primary School I have considered my responsibility to notify the Academy board of Trustees and the Education & Skills Funding Agency (ESFA) of material irregularity, impropriety and non-compliance with terms and conditions of all funding received by the Academy, under the funding agreement in place between the Academy and the Secretary of State for Education. As part of my consideration I have had due regard to the requirements of the Academies Financial Handbook 2018.

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 2018.

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.



Ms S Warnes
Accounting Officer
Date: 3 December 2019

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 AUGUST 2019

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 & Skills Funding Agency, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP 2015 and the Academies Accounts Direction 2018 to 2019;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

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

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

Approved by order of the members of the board of Trustees on 26 November 2019 and signed on its behalf by:

Mr P Hodges
Chair of Trustees



JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

**INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF
JOTMANS HALL PRIMARY SCHOOL**

Opinion

We have audited the financial statements of Jotmans Hall Primary School (the 'academy') for the year ended 31 August 2019 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 2015 and the Academies Accounts Direction 2018 to 2019 issued by the Education & Skills Funding Agency.

In our opinion the financial statements:

- give a true and fair view of the state of the Academy's affairs as at 31 August 2019 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities SORP 2015 and the Academies Accounts Direction 2018 to 2019 issued by the Education & Skills Funding Agency.

Basis for opinion

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

Conclusions relating to going concern

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

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

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

**INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF
JOTMANS HALL PRIMARY 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.

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

**INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF
JOTMANS HALL PRIMARY 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.

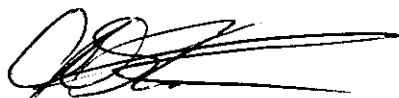
Auditors' responsibilities for the audit of the financial statements

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.



Clive Smith FCA (Senior statutory auditor)

for and on behalf of
MWS

Chartered Accountants
Statutory Auditor

Kingsridge House
601 London Road

Westcliff-on-Sea

Essex

SS0 9PE

3 December 2019

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

**INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO JOTMANS
HALL PRIMARY SCHOOL AND THE EDUCATION & SKILLS FUNDING AGENCY**

In accordance with the terms of our engagement letter dated 31 May 2019 and further to the requirements of the Education & Skills Funding Agency (ESFA) as included in the Academies Accounts Direction 2018 to 2019, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by Jotmans Hall Primary School during the year 1 September 2018 to 31 August 2019 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 Jotmans Hall Primary School and the ESFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to Jotmans Hall Primary 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 Jotmans Hall Primary School and ESFA, for our work, for this report, or for the conclusion we have formed.

Respective responsibilities of Jotmans Hall Primary School's accounting officer and the reporting accountant

The accounting officer is responsible, under the requirements of Jotmans Hall Primary School's funding agreement with the Secretary of State for Education dated 29 July 2011 and the Academies Financial Handbook, extant from 1 September 2018, 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 2018 to 2019. 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 2018 to 31 August 2019 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 2018 to 2019 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.

The work undertaken to draw to our conclusion includes:

- Assessing the risk of material irregularity in the Academy Trust
- Commissioning a self-assessment review of the Trustees' governance arrangements and consideration of any material non-compliance with the Academies Financial Handbook
- Investigating any areas of significant risk identified
- Consideration of the work performed under our audit engagement and any impact this may have on our regularity conclusion or regularity risk assessment
- A review of the internal controls and internal audit procedures for areas of significant risk and performing further substantive testing where necessary.

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

**INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO JOTMANS
HALL PRIMARY 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 2018 to 31 August 2019 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.



MWS

Kingsridge House
601 London Road
Westcliff-on-Sea
Essex
SS0 9PE

Date: 3 December 2019

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 AUGUST 2019**

	Note	Restricted funds 2019 £	Restricted fixed asset funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Income from:						
Donations and capital grants	3	2,000	613,240	39,077	654,317	140,580
Charitable activities		1,280,116	-	-	1,280,116	1,247,199
Other trading activities		-	-	118,050	118,050	128,834
Investments	6	-	-	157	157	119
Total income		1,282,116	613,240	157,284	2,052,640	1,516,732
Expenditure on:						
Charitable activities	8	1,417,659	57,839	95,944	1,571,442	1,532,121
Total expenditure		1,417,659	57,839	95,944	1,571,442	1,532,121
Net (expenditure)/income		(135,543)	555,401	61,340	481,198	(15,389)
Transfers between funds	18	42,369	-	(42,369)	-	-
Net movement in funds before other recognised gains/(losses)		(93,174)	555,401	18,971	481,198	(15,389)
Other recognised gains/(losses):						
Actuarial losses on defined benefit pension schemes	23	(139,000)	-	-	(139,000)	183,000
Net movement in funds		(232,174)	555,401	18,971	342,198	167,611
Reconciliation of funds:						
Total funds brought forward		(768,003)	2,532,550	149,248	1,913,795	1,746,184
Net movement in funds		(232,174)	555,401	18,971	342,198	167,611
Total funds carried forward		(1,000,177)	3,087,951	168,219	2,255,993	1,913,795

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 36 to 58 form part of these financial statements.

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)
REGISTERED NUMBER: 7687947

BALANCE SHEET
AS AT 31 AUGUST 2019

	Note	2019 £	2018 £
Fixed assets			
Tangible assets	14	2,630,833	2,506,047
		<u>2,630,833</u>	<u>2,506,047</u>
Current assets			
Stocks	15	672	672
Debtors	16	267,792	21,055
Cash at bank and in hand		532,041	274,265
		<u>800,505</u>	<u>295,992</u>
Creditors: amounts falling due within one year	17	(164,346)	(110,244)
Net current assets		<u>636,159</u>	<u>185,748</u>
Total assets less current liabilities		<u>3,266,992</u>	<u>2,691,795</u>
Net assets excluding pension liability		<u>3,266,992</u>	<u>2,691,795</u>
Defined benefit pension scheme liability	23	(1,011,000)	(778,000)
Total net assets		<u><u>2,255,992</u></u>	<u><u>1,913,795</u></u>
Funds of the Academy			
Restricted funds:			
Fixed asset funds	18	3,087,951	2,532,550
Restricted income funds	18	10,823	9,997
		<u>3,098,774</u>	<u>2,542,547</u>
Restricted funds excluding pension asset	18	3,098,774	2,542,547
Pension reserve	18	(1,011,000)	(778,000)
Total restricted funds	18	<u>2,087,774</u>	<u>1,764,547</u>
Unrestricted income funds	18	168,218	149,248
Total funds		<u><u>2,255,992</u></u>	<u><u>1,913,795</u></u>

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements on pages 32 to 58 were approved by the Trustees, and authorised for issue on 26 November 2019 and are signed on their behalf, by:

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)



Mr P Hodges
Chair of Trustees

BALANCE SHEET (CONTINUED)
AS AT 31 AUGUST 2019



Ms S Warnes
Accounting Officer

The notes on pages 36 to 58 form part of these financial statements.

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 AUGUST 2019

	Note	2019 £	2018 £
Cash flows from operating activities			
Net cash provided by operating activities	20	60,262	66,956
Cash flows from investing activities	21	197,514	18,139
Change in cash and cash equivalents in the year		257,776	85,095
Cash and cash equivalents at the beginning of the year		274,265	189,170
Cash and cash equivalents at the end of the year	22	<u>532,041</u>	<u>274,265</u>

The notes on pages 36 to 58 form part of these financial statements

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019

1. Accounting policies

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

1.1 Basis of preparation of financial statements

The financial statements of the Academy, which is a public benefit entity under FRS 102, have been prepared under the historic cost convention in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102), the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)), the Academies Accounts Direction 2018 to 2019 issued by ESFA, the Charities Act 2011 and the Companies Act 2006.

Jotmans Hall Primary School meets the definition of a public benefit entity under FRS 102.

1.2 Going concern

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

1.3 Income

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

• **Grants**

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

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

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

• **Donations**

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

1.4 Expenditure

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019

1. Accounting policies (continued)

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.

- **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.

1.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities as the related expenditure is incurred.

1.6 Interest receivable

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

1.7 Tangible fixed assets

Assets costing £500 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 over its expected useful life, as follows:

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019

1. Accounting policies (continued)

1.7 Tangible fixed assets (continued)

Depreciation is provided on the following bases:

Freehold property	- 2% Straight line basis
Furniture and equipment	- 25% Straight line basis
Computer equipment	- 25% Straight line basis
Assets in the course of construction	- N/A

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.

1.8 Stocks

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

1.9 Debtors

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

1.10 Cash at bank and in hand

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

1.11 Liabilities

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

1.12 Financial instruments

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

Financial assets - trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost as detailed in note 16. Prepayments are not financial instruments. Amounts due to the Academy's wholly owned subsidiary are held at face value less any impairment. Cash at bank is classified as a basic financial instrument and is measured at face value.

Financial liabilities - trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost as detailed in note 17. 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.

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019

1. Accounting policies (continued)

1.13 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.

1.14 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.

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

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

2. Critical accounting estimates and areas of judgment

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

Critical accounting estimates and assumptions:

The Academy trust makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

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 23, 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 2019. 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.

3. Income from donations and capital grants

	Restricted funds 2019 £	Restricted fixed asset funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £
Donations	2,000	-	39,077	41,077
Government grants	-	613,240	-	613,240
	<u>2,000</u>	<u>613,240</u>	<u>39,077</u>	<u>654,317</u>

	<i>Restricted fixed asset funds 2018 £</i>	<i>Unrestricted funds 2018 £</i>	<i>Total funds 2018 £</i>
Donations	8,259	35,435	43,694
Government grants	96,886	-	96,886
	<u>105,145</u>	<u>35,435</u>	<u>140,580</u>

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

4. Funding for the Academy's educational operations

	Restricted funds 2019 £	Total funds 2019 £	<i>Total funds 2018 £</i>
DfE/ESFA grants			
General Annual Grant (GAG)	1,097,572	1,097,572	1,081,987
Other DfE/ESFA grants	120,438	120,438	120,778
Local authority grants	62,106	62,106	44,434
	<u>1,280,116</u>	<u>1,280,116</u>	<u>1,247,199</u>

5. Income from other trading activities

	Unrestricted funds 2019 £	Total funds 2019 £	<i>Total funds 2018 £</i>
Hire of facilities	4,020	4,020	7,996
Catering	40,266	40,266	40,546
Services provided	73,764	73,764	80,292
	<u>118,050</u>	<u>118,050</u>	<u>128,834</u>

6. Investment income

	Unrestricted funds 2019 £	Total funds 2019 £	<i>Total funds 2018 £</i>
Short term deposits	<u>157</u>	<u>157</u>	<u>119</u>

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

7. Expenditure

	Staff Costs 2019 £	Premises 2019 £	Other 2019 £	Total 2019 £
Educational Operations:				
Direct costs	838,994	57,839	77,411	974,244
Allocated support costs	369,066	84,717	143,415	597,198
	<u>1,208,060</u>	<u>142,556</u>	<u>220,826</u>	<u>1,571,442</u>

	<i>Other 2018 £</i>	<i>Total 2018 £</i>
Educational Operations:		
Direct costs	922,121	922,121
Allocated support costs	<u>610,000</u>	<u>610,000</u>

8. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £
Educational Operations	1,475,498	95,944	1,571,442
Total 2019	<u>1,475,498</u>	<u>95,944</u>	<u>1,571,442</u>

	<i>Restricted funds 2018 £</i>	<i>Unrestricted funds 2018 £</i>	<i>Total funds 2018 £</i>
Educational Operations	1,442,275	89,845	1,532,120
Other unallocated	-	-	1



JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

9. Analysis of expenditure by activities

	Activities undertaken directly 2019 £	Support costs 2019 £	Total funds 2019 £
Educational Operations	974,244	597,198	1,571,442

	<i>Activities undertaken directly 2018 £</i>	<i>Support costs 2018 £</i>	<i>Total funds 2018 £</i>
Educational Operations	922,121	610,000	1,532,121

Analysis of direct costs

	Educational Operations 2019 £	Total funds 2019 £	<i>Total funds 2018 £</i>
Staff costs	838,994	838,994	802,303
Depreciation	57,839	57,839	54,864
Educational supplies	58,758	58,758	50,413
Educational consultancy	18,653	18,653	14,541
	<u>974,244</u>	<u>974,244</u>	<u>922,121</u>

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

9. Analysis of expenditure by activities (continued)

Analysis of support costs

	Educational Operations 2019 £	Total funds 2019 £	<i>Total funds 2018 £</i>
Pension finance charge	19,000	19,000	22,000
Staff costs	369,066	369,066	378,798
Maintenance of premises and equipment	32,289	32,289	34,927
Cleaning	7,208	7,208	6,256
Rent and rates	7,648	7,648	7,534
Energy costs	17,300	17,300	14,996
Insurance	20,272	20,272	20,644
Security and transport	925	925	2,071
Catering	61,613	61,613	61,857
Bank interest and charges	25	25	25
Other support costs	61,852	61,852	60,892
	<u>597,198</u>	<u>597,198</u>	<u>610,000</u>

10. Net (expenditure)/income

Net (expenditure)/income for the year includes:

	2019 £	<i>2018 £</i>
Depreciation of tangible fixed assets	57,839	54,864
Fees paid to auditors for:		
- audit	<u>8,000</u>	<u>7,100</u>

11. Staff costs

a. Staff costs

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

11. Staff costs (continued)

Staff costs during the year were as follows:

	2019	2018
	£	£
Wages and salaries	901,607	881,870
Social security costs	67,271	63,601
Pension costs	239,182	235,630
	<u>1,208,060</u>	<u>1,181,101</u>

b. Staff numbers

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

	2019	2018
	No.	No.
Teachers	12	13
Administration and support	41	47
Management	6	5
	<u>59</u>	<u>65</u>

c. Higher paid staff

No employee received remuneration amounting to more than £60,000 in either year.

d. Key management personnel

The key management personnel of the academy trust comprise the trustees and the senior management team as listed on page 1. The total amount of employee benefits (including employer pension contributions) received by key management personnel for their services to the academy trust was £201,167 (2018 : £263,512).

12. Trustees' remuneration and expenses

One or more Trustees has been paid remuneration or has received other benefits from an employment with the Academy. The principal and other staff Trustees only receive remuneration in respect of services they provide undertaking the roles of principal and staff members under their contracts of employment. The value of Trustees' remuneration and other benefits was as follows:

		2019	2018
		£	£
Mr C Buck, Staff Governor	Remuneration	20,000 - 25,000	
	Pension contributions paid	0 - 5,000	
Mrs N Kadwill, Principal and Accounting Officer	Remuneration	15,000 - 20,000	50,000 - 55,000

JOTMANS HALL PRIMARY SCHOOL

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

12. Trustees' remuneration and expenses (continued)

	Pension contributions paid	0 - 5,000	5,000 - 10,000
Mrs E Nunn, Staff Governor	Remuneration	30,000 -	30,000 -
		35,000	35,000
	Pension contributions paid	0 - 5,000	5,000 - 10,000
Mrs C Savage, Staff Governor	Remuneration	10,000 -	10,000 -
		15,000	15,000
	Pension contributions paid	0 - 5,000	0 - 5,000
Mrs S Coultup, Staff Governor (resigned 31 May 2018)	Remuneration		25,000 - 30,000
			0 - 5,000
	Pension contributions paid		0 - 5,000
Mrs G Hindes (appointed 23 July 2019)	Remuneration	5,000 -	
		10,000	
	Pension contributions paid	0 - 5,000	
Ms S Warnes, Principal and Accounting Officer (appointed 1 January 2019)	Remuneration	50,000 -	
		55,000	
	Pension contributions paid	5,000 -	
		10,000	

During the year ended 31 August 2019, no Trustee expenses have been incurred (2018 - £NIL).

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 and the cost for the year ended 31 August 2019 is included in the total insurance cost.

14. Tangible fixed assets

	Freehold property £	Furniture and fixtures £	Computer equipment £	Assets under construction £	Total £
Cost or valuation					
At 1 September 2018	2,684,863	515,970	163,082	62,975	3,426,890
Additions	-	2,515	2,636	177,473	182,624
Transfers between classes	100,483	-	-	(100,483)	-
At 31 August 2019	2,785,346	518,485	165,718	139,965	3,609,514
Depreciation					
At 1 September 2018	273,627	506,222	140,993	-	920,842
Charge for the year	43,365	3,614	10,859	-	57,838
At 31 August 2019	316,992	509,836	151,852	-	978,680

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

14. Tangible fixed assets (continued)

	Freehold property £	Furniture and fixtures £	Computer equipment £	Assets under construction £	Total £
Net book value					
At 31 August 2019	<u>2,468,354</u>	<u>8,649</u>	<u>13,866</u>	<u>139,965</u>	<u>2,630,834</u>
At 31 August 2018	<u>2,411,236</u>	<u>9,747</u>	<u>22,089</u>	<u>62,975</u>	<u>2,506,047</u>

15. Stocks

	2019 £	2018 £
Raw materials and consumables	<u>672</u>	<u>672</u>

16. Debtors

	2019 £	2018 £
Due within one year		
Trade debtors	1,000	-
Other debtors	6,258	707
Prepayments and accrued income	260,534	20,348
	<u>267,792</u>	<u>21,055</u>

17. Creditors: Amounts falling due within one year

	2019 £	2018 £
Trade creditors	-	49
Other taxation and social security	16,267	14,959
Other creditors	18,498	17,544
Accruals and deferred income	129,581	77,692
	<u>164,346</u>	<u>110,244</u>
	2019 £	2018 £
Deferred income at 1 September 2018	35,374	34,729
Resources deferred during the year	35,915	35,374

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

17. Creditors: Amounts falling due within one year (continued)

	2019	2018
	£	£
Amounts released from previous periods	(35,374)	(34,729)
	<u>35,915</u>	<u>35,374</u>

At the balance sheet date the academy trust was holding funds received in advance for the following:
 KS1 Free School Meals for terms 1 and 2 of the 2019-2020 school year.
 GAG rates income for the period September 2019 to March 2020.
 Deposits from parents for trips in September 2019.

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

18. Statement of funds

	Balance at 1 September 2018 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2019 £
Unrestricted funds						
Unrestricted funds	149,248	157,283	(95,944)	(42,369)	-	168,218
Restricted general funds						
General Annual Grant (GAG)	-	1,097,572	(1,139,941)	42,369	-	-
Other DfE/ESFA Grants	9,997	66,537	(65,711)	-	-	10,823
UIFSM	-	48,726	(48,726)	-	-	-
Other ESFA Grants	-	5,175	(5,175)	-	-	-
LA Grants	-	62,106	(62,106)	-	-	-
Other	-	2,000	(2,000)	-	-	-
Pension reserve	(778,000)	-	(94,000)	-	(139,000)	(1,011,000)
	<u>(768,003)</u>	<u>1,282,116</u>	<u>(1,417,659)</u>	<u>42,369</u>	<u>(139,000)</u>	<u>(1,000,177)</u>
Restricted fixed asset funds						
Inherited fixed assets	2,195,000	-	(36,000)	-	-	2,159,000
Capital expenditure	12,141	-	(1,908)	-	-	10,233
DfE/ESFA capital grants	317,666	613,240	(17,866)	-	-	913,040
Donated assets	7,743	-	(2,065)	-	-	5,678
	<u>2,532,550</u>	<u>613,240</u>	<u>(57,839)</u>	<u>-</u>	<u>-</u>	<u>3,087,951</u>
Total Restricted funds	<u>1,764,547</u>	<u>1,895,356</u>	<u>(1,475,498)</u>	<u>42,369</u>	<u>(139,000)</u>	<u>2,087,774</u>
Total funds	<u>1,913,795</u>	<u>2,052,639</u>	<u>(1,571,442)</u>	<u>-</u>	<u>(139,000)</u>	<u>2,255,992</u>

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

Restricted general funds and other restricted funds

These relate to the Academy's development and operational activities.

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019

18. Statement of funds (continued)

Restricted fixed asset fund

These grants relate to capital funding to carry out works of a capital nature.

Pension reserve

The pension reserve relates to the Academy's share of the deficit of the Local Government Pension Scheme

Funds have been transferred in respect of the following:

£42,369 has been transferred from the unrestricted fund to the restricted general fund to cover a deficit on this fund.

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 2019.

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

18. Statement of funds (continued)

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

	<i>Balance at 1 September 2017 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Gains/ (Losses) £</i>	<i>Balance at 31 August 2018 £</i>
Unrestricted funds						
Unrestricted funds	113,585	164,387	(28,951)	(99,773)	-	149,248
Restricted general funds						
General Annual Grant (GAG)	-	1,081,988	(1,181,537)	99,549	-	-
Other DfE/ESFA Grants	11,553	68,144	(69,700)	-	-	9,997
UIFSM	-	47,633	(47,633)	-	-	-
Other ESFA Grants	-	5,001	(5,001)	-	-	-
LA Grants	-	44,433	(44,433)	-	-	-
Pension reserve	(861,000)	-	(100,000)	-	183,000	(778,000)
	<u>(849,447)</u>	<u>1,247,199</u>	<u>(1,448,304)</u>	<u>99,549</u>	<u>183,000</u>	<u>(768,003)</u>
Restricted fixed asset funds						
Inherited fixed assets	2,231,000	-	(36,000)	-	-	2,195,000
Capital expenditure	12,508	-	(591)	224	-	12,141
DfE/ESFA capital grants	238,537	96,886	(17,757)	-	-	317,666
Donated assets	-	8,259	(516)	-	-	7,743
	<u>2,482,045</u>	<u>105,145</u>	<u>(54,864)</u>	<u>224</u>	<u>-</u>	<u>2,532,550</u>
Total Restricted funds	<u>1,632,598</u>	<u>1,352,344</u>	<u>(1,503,168)</u>	<u>99,773</u>	<u>183,000</u>	<u>1,764,547</u>
Total funds	<u>1,746,183</u>	<u>1,516,731</u>	<u>(1,532,119)</u>	<u>-</u>	<u>183,000</u>	<u>1,913,795</u>

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

19. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2019 £	Restricted fixed asset funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	-	2,630,833	-	2,630,833
Current assets	170,735	457,118	172,652	800,505
Creditors due within one year	(159,912)	-	(4,434)	(164,346)
Provisions for liabilities and charges	(1,011,000)	-	-	(1,011,000)
Total	(1,000,177)	3,087,951	168,218	2,255,992

Analysis of net assets between funds - prior year

	Restricted funds 2018 £	Restricted fixed asset funds 2018 £	Unrestricted funds 2018 £	Total funds 2018 £
Tangible fixed assets	-	2,506,047	-	2,506,047
Current assets	115,644	26,503	153,845	295,992
Creditors due within one year	(105,647)	-	(4,597)	(110,244)
Provisions for liabilities and charges	(778,000)	-	-	(778,000)
Total	(768,003)	2,532,550	149,248	1,913,795

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

20. Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2019 £	2018 £
Net income/(expenditure) for the year (as per Statement of financial activities)	481,198	(15,389)
Adjustments for:		
Depreciation	57,839	54,864
Capital grants from DfE and other capital income	(379,981)	(96,886)
Interest receivable	(157)	(119)
Defined benefit pension scheme adjustments	94,000	100,000
Increase in debtors	(246,737)	(1,663)
Increase in creditors	54,100	26,149
Net cash provided by operating activities	60,262	66,956

21. Cash flows from investing activities

	2019 £	2018 £
Dividends, interest and rents from investments	157	119
Purchase of tangible fixed assets	(182,624)	(78,866)
Capital grants from DfE Group	379,981	96,886
Net cash provided by investing activities	197,514	18,139

22. Analysis of cash and cash equivalents

	2019 £	2018 £
Cash in hand	532,041	274,265
Total cash and cash equivalents	532,041	274,265

23. Pension commitments

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

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

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019

23. Pension commitments (continued)

Contributions amounting to £18,498 were payable to the schemes at 31 August 2019 (2018 - £17,544) 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 and, from 1 January 2007, automatic for teachers in part-time employment following appointment or a change of contract, although they are able to opt out.

The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis - these contributions along with those made by employers are credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

Valuation of the Teachers' Pension Scheme

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

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

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

The employer's pension costs paid to TPS in the year amounted to £78,408 (2018 - £70,613).

A copy of the valuation report and supporting documentation is on the [Teachers' Pensions website](#).

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.

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

23. Pension commitments (continued)

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 2019 was £108,000 (2018 - £109,000), of which employer's contributions totalled £85,000 (2018 - £86,000) and employees' contributions totalled £ 23,000 (2018 - £23,000). The agreed contribution rates for future years are 20.8 per cent for employers and 5.5-12.5 per cent for employees.

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

Principal actuarial assumptions

	2019	2018
	%	%
Rate of increase in salaries	3.7	3.8
Rate of increase for pensions in payment/inflation	2.2	2.3
Discount rate for scheme liabilities	1.85	2.65
Inflation assumption (CPI)	2.2	2.3
RPI increases	3.2	3.3

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

	2019	2018
	Years	Years
<i>Retiring today</i>		
Males	21.3	22.3
Females	23.6	24.8
<i>Retiring in 20 years</i>		
Males	23	24.5
Females	25.4	27.1

Sensitivity analysis

	2019	2018
	£000	£000
Discount rate +0.1%	41	32
Discount rate -0.1%	(42)	(33)
Mortality assumption - 1 year increase	(70)	(48)
Mortality assumption - 1 year decrease	67	47
CPI rate +0.1%	(4)	(3)
CPI rate -0.1%	4	3

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

23. Pension commitments (continued)

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

	At 31 August 2019 £	At 31 August 2018 £
Equities	545,000	450,000
Gilts	48,000	38,000
Other bond	49,000	41,000
Property	69,000	63,000
Cash and other liquid assets	25,000	24,000
Alternative assets	129,000	90,000
Total market value of assets	865,000	706,000

The actual return on scheme assets was £62,000 (2018 - £39,000).

The amounts recognised in the Statement of financial activities are as follows:

	2019 £	2018 £
Service cost	(160,000)	(164,000)
Interest cost	(19,000)	(22,000)
Total amount recognised in the Statement of financial activities	(179,000)	(186,000)

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

	2019 £	2018 £
At 1 September	1,484,000	1,449,000
Current service cost	160,000	164,000
Interest cost	39,000	38,000
Employee contributions	23,000	23,000
Actuarial losses/(gains)	181,000	(160,000)
Benefits paid	(11,000)	(30,000)
At 31 August	1,876,000	1,484,000

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019**

23. Pension commitments (continued)

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

	2019	2018
	£	£
At 1 September	706,000	588,000
Interest income	20,000	16,000
Actuarial gains	42,000	23,000
Employer contributions	85,000	86,000
Employee contributions	23,000	23,000
Benefits paid	(11,000)	(30,000)
At 31 August	865,000	706,000

Impact of the McCloud/Sargeant judgement on the Local Government Pension Scheme

An allowance has been made for the recent Court of Appeal judgement in relation to the McCloud & Sargeant cases which relate to age discrimination within the Judicial & Fire Pension schemes respectively. On 27 June 2019 the Supreme Court denied the Government's request for an appeal, and on 15 July 2019 the Government released a statement to confirm that it expects to have to amend all public service schemes, including the LGPS.

The estimated impact on the total liabilities at 31 August 2019 has been allowed for as a past service cost and has resulted in a slight increase in the defined benefit obligation as at 31 August 2019.

This adjustment is an estimate of the potential impact on the Trust's defined benefit obligation as provided by the scheme's actuary. The Actuary's assessment is based on analysis carried out by the Government Actuary's Department (GAD) and the Trust's liability profile.

The GAD assessment is based on a "worst-case" scenario whereby this case impacts on all active members in the scheme as at 31 March 2019. It is the view of the Trustees and their actuary that this is not a realistic estimate. The actuary has therefore adjusted their estimate to only include members who were active at 31 March 2012.

24. Members' liability

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

JOTMANS HALL PRIMARY SCHOOL
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2019

25. 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.

Mr B Dunmow

Mr B Dunmow is a governor and trustee of Jotmans Hall Primary School and a director of Interm IT (Essex) Ltd. Jotmans Hall Primary School employed Interm IT (Essex) Ltd to provide IT services during the period amounting to a total cost of £3,738 (2018: £5,280). All services were provided by the company at cost in line with usual procurement processes.

The trust made the above purchases in accordance with its financial regulations. Mr B Dunmow neither participated in, nor influenced the procurement process.

In entering into the above transactions the trust has complied with the requirements of the Academies Financial Handbook 2018.

Mrs L Hodges, wife of Mr P Hodges, was employed during this and the preceding year £14,832 (2018 - £14,277). There were no amounts outstanding at 31 August 2019 (2018 - nil).

Miss E Harding, daughter of Mr I Harding, was employed during this and the preceding year £1,016 (2018 - £2,127). There were no amounts outstanding at 31 August 2019 (2018 - nil).

Mrs N Harding, wife of Mr I Harding, was employed during this and the preceding year £14,976 (2018 - £16,321). There were no amounts outstanding at 31 August 2019 (2018 - nil).

Miss C Buchan, daughter of Mrs N Kadwill was employed during this and the preceding year £3,123 (2018 - £7,701). There were no amounts outstanding at 31 August 2019 (2018 - nil).

No other related party transactions took place, other than certain trustees' remuneration and expenses already disclosed in note 12. The remunerated trustees hold no significant influence over levels of remuneration.

In entering into the above transactions the trust has complied with the requirements of the Academies Financial Handbook 2018.

26. Controlling party

There is no ultimate controlling party.