

Registration number: 7687947

Jotmans Hall Primary School

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 August 2013

MWS
Chartered Accountants and Registered Auditors
Kingsridge House
601 London Road
Westcliff on Sea
Essex
SS0 9PE

Jotmans Hall Primary School

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Jotmans Hall Primary School

Reference and Administrative Details

Governors and Trustees (Directors)

*Members of the Finance and General Purpose Committee

Mr A Keeble, Community Governor (appointed 3 December 2012)
Mrs N Collins, Community Governor
Mrs S Coultrup, Staff Governor *
Mr B Dunmow, Community Governor (appointed 3 December 2012)
Mr M Hobday, Staff Governor *
Mr P Hodges, Parent Governor *
Mrs M Howe, Community Governor
Mrs J Lunn, Community Governor
Mrs M Neary, Vice Chairman *
Mrs N Ruddock, Finance Director *
Mrs C Savage, Staff Governor
Mr R Savage, Parent Governor * (appointed 5 November 2012)
Mr M Woodruff, Parent Governor *
Mr B Woolf, Community Governor *
Mrs N Kadwill, Principal and accounting officer *
Mr M Hamilton, Parent Governor * (resigned 1 September 2012)
Mr K Lawrence, Community Governor (resigned 22 October 2012)
Mr R Strawford, Community Governor (resigned 10 September 2012)

Company Secretary

Mrs L Carter

Senior Management Team

Mrs P Lovett, Assistant Headteacher
Mrs A Phillips, Assistant Headteacher
Miss S Warnes, Assistant Headteacher
Mrs N Ruddock, Assistant Headteacher

Principal and Registered Office

Mrs N Kadwill
Jotmans Hall Primary School
High Road
Benfleet
Essex
SS7 5RG

Company Registration Number

7687947

Auditors

MWS
Chartered Accountants and Registered Auditors
Kingsridge House
601 London Road
Westcliff on Sea
Essex
SS0 9PE

Jotmans Hall Primary School

Reference and Administrative Details

Bankers	Barclays Bank PLC Leicester Leicestershire LE87 2BB
Solicitors	Stone King 13 Queen Square Bath BA1 2HJ

Jotmans Hall Primary School

Governors' Report for the Year Ended 31 August 2013

The Governors of Jotmans Hall Primary School present their annual report together with the financial statements and auditors' report for the period 1st September 2012 to 31st August 2013. The company was incorporated on 29th June 2011 and converted to an Academy on 1st August 2011.

The report has been prepared in accordance with Part VI of the Charities Act 1993 and it is also the report of the directors for the purposes of the Companies Act 2006.

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" issued in March 2005 (SORP 2005).

Structure Governance and Management

Constitution

The Academy Trust is a company limited by guarantee and an exempt charity. The Charitable Company's memorandum and articles of association are the primary governing documents of the academy trust. The Trustees 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 governors who served throughout the year except as noted are included in the Reference and Administration Details on page 1.

Members' Liability

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

Governors' Indemnities

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

Principle Activities

The principle 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 of different abilities and serves the local area in which it is sited, Benfleet, Essex.

Method of Recruitment & Appointment or Election of Governors

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

- 5 Staff Governors,
- 3 Parent Governors,
- 7 Community Governors.

Jotmans Hall Primary School

Governors' Report for the Year Ended 31 August 2013

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.

Name of Committee (*statutory committee)	Membership	Others	*Chairman	Quorum	Meetings	Clerk	Reporting Back	Review
Admissions	3 Governors	-	1st FGB meeting at beg. of each academic year	3	As required	Clerk to the Governing Body	Via minutes	Annually Summer term
Curriculum & Target Setting	5	3 Assistant Headteachers (Associate Members)	1st C&T meeting at beg. 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 beg. of each academic year	3	Bi-monthly (except Aug & Dec) & as required	Finance & Administration Manager	Via minutes & verbal reports	Annually Summer term
Full Governing Body	15	3 Assistant Headteachers (Associate Members)	1st FGB meeting at beg. 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 beg. of each academic year	3	Termly & as required	Clerk to the Governing Body	Via minutes & verbal reports	Annually Summer term
Headteacher's Pay Committee	3	-	At meeting	3	Summer Term	Finance & Administration Manager	Verbal Reports	As required
Pupil Discipline	3	-	1st FGB meeting at beg. of each academic year	3	As required	Clerk to the Governing Body	Via minutes	Annually Summer term
Staff Dismissal	3	-	1st FGB meeting at beg. of each academic year	3	As required	Clerk to the Governing Body	Via minutes	Annually Summer term
Staff Dismissal Appeals	5	-	1st FGB meeting at beg. of each academic year	3	As required	Clerk to the Governing Body	Via minutes	Annually Summer term

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Governors' Report for the Year Ended 31 August 2013

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 in, change or add another committee as they wish and subject to a vacancy on the 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.

Policies & Procedures Adopted for the Induction & Training of Governors

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

The Link Governor will:

- Discuss training possibilities especially if there is a specific interest in particular areas, e.g. special needs, curriculum or finance;

Jotmans Hall Primary School

Governors' Report for the Year Ended 31 August 2013

- 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 courses which they are interested in and which is relevant to the needs of the Governing Body at that time. Currently the BATIC Trust runs training sessions for governors and the Academy may purchase courses from outside bodies at the request of any governor or where a need is identified by the Governing Body.

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.

Risk Management

The Academy follows an appropriate risk management process and has a Risk Register which is updated at least annually. The process identifies the types of risk the Academy faces and these risks are scored and prioritised in terms of the likelihood of their occurrence and the potential impact from an operational and financial perspective. In 2013 the Risk Register was considered by a group of Governors with expertise in this area. A new format was adopted as a result of this working group, and the Register was formally approved by the whole Governing Body on 18.3.13.

Connected Organisations

Jotmans Hall Primary School works in educational collaboration with The Robert Drake School and Kingston Primary School. These local, partner schools became Academy Trusts on 1st August 2011 and worked with Jotmans Hall Primary School to enable smooth progress towards Academy Status.

The three schools are separate legal entities, but work together on joint staff training programmes, have collaborative meetings for teachers and share curriculum expertise.

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Governors' Report for the Year Ended 31 August 2013

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 during the first year of operation their priorities were set as Extended Services (in particular counselling services, CPD for staff and governors, Bid-Writing and Sport.

Tree Tots Pre-School (Charity Commission number 1041132) operates from Jotmans Hall Primary School's premises. The Pre-School is run for the benefit of the local community and is open to all 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.

Auditor

Insofar as the governors are aware:

- There is no relevant audit information of which the charitable company's auditor is unaware; and
- The governors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.
- The Governing Body has re-appointed the current Auditors MWS Ltd for the next financial year beginning 1st September 2013.

Objectives and Activities

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 with or without statements of SEN.

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.

Objectives, Strategies and Activities

Our main educational objective for the year was to aim to move to a "Good" grade at our next OfSTED inspection. This was achieved in 2013, following a very successful Ofsted Inspection on 5th and 6th June 2013. The School received a Grade 2, "Good", across all areas:-

- Achievement of pupils;
- Quality of Teaching;
- Behaviour and safety of pupils;
- Leadership and Management.

To achieve this we were focusing closely on the following:-

Jotmans Hall Primary School

Governors' Report for the Year Ended 31 August 2013

1) Ensuring all groups of pupils make at least expected progress

Rigorous analysis of data and termly pupil progress meetings to track individual pupil's progress remained crucial to the School's improvement plan.

Support staff deployment continued to be important in raising standards Literacy training to NVQ Level 2 was offered to all our educational support staff with a particular focus on Grammar. Staff took part in weekly training sessions run by the local Adult Education College from October 12 until July 2013. As a result, staff are now more confident supporting pupils during literacy lessons and have a thorough understanding of the grammar skills required by pupils.

Individual pupil 1:1 Tuition continued, plus additional Writing Groups in KS2, focusing on pupils whose progress was causing concern or to give an individual child the opportunity to progress to the next level, as appropriate.

Attendance tracking of individual pupils and groups of pupils was a focus for SLT to support pupil progress.

2) Speaking and Listening

A priority in 2012/13 was to introduce explicit and implicit speaking and listening from Foundation Stage to Year 3. A range of strategies was put in place including details in routine planning which were checked during Teachers' observations and Governors' Pupil Perception surveys.

3) Improve the quality of teaching and learning so it is consistently "Good" in at least 80% of lessons and increase the number of "outstanding" lessons.

Formal observations of all class teachers were carried out and analysed and the results used to inform Performance Management discussions and targets for individuals. In addition, Peer Observations were introduced to share best practice. Informal climate walks were carried out to monitor different aspects of the school, including behaviour. This was backed up during the recent Ofsted Inspection in the key findings - "Teaching throughout the school is consistently good, and some outstanding."

ICT provision continued to be a priority to support teaching methods, 32 notebook computers and a secure trolley were purchased in November 2012 for use by Year 6 pupils. 6 classrooms had new digital projectors or Interactive White Boards installed during the year to ensure that the Governors' aim to ensure that access to appropriate technology was available for ALL pupils was achieved.

To make better use of data to inform progress rates and identify underachievers

Regular meetings took place after termly assessment periods to discuss the progress of individual pupils and to ensure that they were on track to make at least expected progress. Groups of pupils with specific needs were targeted via booster groups, writing groups and SEN support.

To ensure that the Governing Body continued to provide challenge, and to have more opportunities to interrogate data with staff.

Governors and Staff Strategic Planning meetings have been held during the year targeting the Governors' chosen area "to provide challenge" and a successful training evening was held in March 2013 led by the School's Improvement Consultant to analyse pupil data and financial benchmarking data. The governors know the school well. This helps them to continually question the school's performance while providing the right support.

- The recent OfSTED report highlighted the strength of the Governing Body – "The governors know the school well. This helps them to continually question the school's performance while providing the right support."

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Governors' Report for the Year Ended 31 August 2013

4) Maths

The priority was to further increase the rates of progress of all pupils in maths, especially at KS2.

This aim would be achieved by introducing new approach to teaching mental maths, changes to weekly planning to show focus group work for all maths lessons and ensuring that pupil progress meetings highlighted underperformance.

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.

Achievements And Performance

The School's main achievement during the year was the very successful Ofsted inspection in June 2013 which graded the School as "Good".

The Inspection took place on June 5th and 6th 2013 and this is the "Summary of key findings for parents and pupils" taken from the Report:-

- The standards reached by pupils in both English and mathematics is above the national average. Pupils make good progress and achieve well in all subjects
- Teaching throughout the School is consistently good, and some is outstanding. Other adults make a substantial contribution to pupils' learning in lessons.
- Pupils enjoy school and feel safe because the adults look after them so well. Behaviour is good in lessons and around the school. Pupils work very well in lessons and want to do well.
- School leaders and managers have a good understanding of the strengths of the school and what needs to be improved further. They have brought about improvements in the quality of teaching and pupils' achievement.
- The governors know the school well. This helps them to continually question the school's performance while providing the right support.

The following report includes a summary of results for the academic year ending July 2013. The data used includes the results from tests and teacher assessments up to the end of July 2013; Raiseonline data has not yet been made available. Overall it has been a highly successful year, academically.

Educational Achievement and Progress Headlines for the year included:-

At the end of Year 6

- Pupils made outstanding progress in Writing and English overall, (for example, 16.5 Average Point Score [APS] for English, where 16.0 APS is Outstanding).
- Pupils made outstanding progress in maths,
- Pupils made very good progress in Reading.
- Pupils' attainment in English overall, Reading, Writing and Math was High compared to the national average.

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Governors' Report for the Year Ended 31 August 2013

- Pupils' attainment in Spelling, Punctuation and Grammar was good but there is no National Data available yet to compare this to.

At the end of Year 2

- Pupils made above expected progress in Reading, Writing and Maths
- Pupils attainment in Reading at level 2A+ was above expected progress.
- Pupils attainment in Writing at Level 2B+ was good compared to the national average
- Pupils' attainment in Maths at Level 2B was above the national average.

Progress towards targets included:-

Target - Ensuring all groups of pupils make at least expected progress

- Pupils at the end of KS1 made at least expected progress (or better) in English and Maths.
- 71% of pupils in Year 1 passed the Phonics Screening Test.

The impact of the effective deployment of adult staff continued to benefit pupils, as noted in the Ofsted Inspection report 2013 .."The skilled team of support staff makes a significant contribution to pupils' learning."

Improving the Premises to aid the teaching of small groups continued with the installation of movable partitions to separate areas to provide quiet spaces in the Orchard and Lime Class.

Target-To introduce explicit and implicit lessons in speaking and listening

This was introduced and could be evidenced in teachers' planning and during observations.

Target - To improve the quality of teaching and learning so it is consistently good in at least 80% of lessons.

Over the year the quality of teaching continued to improve . This was evidenced by Class Teacher observations and the School Improvement Partner's report shows that 100% of lessons were judged to be Good or better in the Spring Term 2013. The June 2013 Ofsted report backed up this judgement .."Good, and sometimes outstanding, teaching ensures pupils achieve well over time, including those who need extra help. There is a positive climate for learning in lessons and excellent relationships between adults and pupils."

Target – To further increase rates of progress of all pupils in maths, especially KS2.

Evidence of increased progress in maths could be seen in the Year 6 where outstanding progress was seen. Also 100% of pupils achieved level 4 and 73% achieved level 5 in the KS2 SATs tests.

Target - The Governing Body to be more challenging, and have more opportunities to interrogate data with staff.

Following regular Headteacher's Reports and training, Governors are comfortable with data.

The recent Ofsted Inspection Report comment regarding Governance of the School stated that:- "Governors are a committed team. They possess a wide range of expertise and skills, and these are used to benefit the school. Governors have a good understanding of the school's performance and the community it serves."..

Target - To continue to work in partnership with local schools of all phases.

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Governors' Report for the Year Ended 31 August 2013

The staff and governors have continued to benefit from the BATIC Partnership Trust, in particular for training and development courses and training targeted at the needs of the group of schools. A successful bid for Olympic Heritage funding enabled all the participating schools to take part in a relevant project to further their understanding of their community. At Jotmans Hall a Year 3 class took part in a very successful and detailed project to promote the legacy of the Olympic Games working as part of a project across the cluster of schools.

Supporting the mental health issues of pupils in the BATIC Extended Schools LDG has continued to enable quick and easy referral for pupils to a range of mental health specialists, a service which has proved invaluable to the pupils and their families. Ensuring that the LDG counselling service can continue to be funded once Extended Services funding is devolved to schools has been a focal point for the group in 2013.

A successful bid for "Awards for All" funding of £9,500 was made. This grant was used to refurbish the staff areas and provide a Parents' Room / training room for Tree Tots Pre-School. Jotmans Hall Governing Body supported the project by providing £3,886 and Tree Tots Pre-School contributed to the project.

Going Concern

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

Financial Review

The Academy received the majority of its Grant income from the Education Funding Agency (E.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 objectives. A significant increase in Capital Funding in 2012/13 was seen as a result of successful bidding for grants to improve the premises.

In addition, the school generated funds by providing opportunities for pupils to take part in residential trips and day trips, letting the premises to Tree Tots pre-school and running childcare services for working parents before school, after school and during the holidays. 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.

Pupil Premium funding increased in 2012/13 and these funds were used to support disadvantaged and vulnerable children; this was carefully monitored by SLT and governors to ensure that pupils in this group made progress in line with their peers.

These targets were achieved and the School's success was celebrated after a very successful Ofsted inspection on 5th and 6th June 2013.

Capital Funding in 2012/13 included three income streams:-

- Formula Capital Grant of £6,959 which was spent on refurbishing the swimming pool and installing partitions in two teaching spaces to create extra group rooms. Additional revenue income was used by the Governing Body to finance these projects.;
- An EFA "Partnerships for Schools" grant of £17,507 for a health and safety project to replace a set of steps in the playground, supported by revenue funding from the School and donations from the Friends of Jotmans Hall";
- An "Awards for All" Grant of £9,500 which was used to refurbish Tree Tots Pre-School staff areas and provide a parents' room / training room.

Financial & Risk Management Objectives & Policies

Jotmans Hall Primary School

Governors' Report for the Year Ended 31 August 2013

Principal Risks & Uncertainties

The Academy's Risk register is used to evaluate the risks which the Academy faces. It is updated annually in January, the last updated being January 2013. A thorough review of the register was carried out by a working group of Governors with expertise in this area and the Finance Manager resulting in a new format being used to make the register more accessible.

The main risks were assessed as:-

- An OfSTED inspection which does not award the School a "Good" or better grade. This could affect the Academy's standing in local community and impact on competition with other schools. The School Improvement Partner reviewed the School's progress and the evidence showed that a grade of "Good" or better was the appropriate. This was confirmed by the Ofsted Inspection on 5th and 6th June 2013 when the school was judged as a grade 2 - "Good".
- Uncertainty over pupil numbers or falling pupil numbers would impact on funding streams for the Academy, making a deficit budget a possibility and affecting long-term viability.
The governors were ensuring that adequate reserves were held to provide a transition period if pupil numbers fell. The recent "Good" grade during the last OfSTED inspection should help to increase numbers applying for places in the School. An extra class would be opened in 2013/14 to accommodate the increase in pupils on roll.
- The composition of the Governing Body - insufficient suitable experience of Governors and/or inability to find suitable Governors. Currently vacancies were filled by suitable candidates and ballots were needed for parent governor elections due to oversubscription, however, some turnover of governors on the Finance and Premises Committee had arisen but a stable Committee with a range of skills was now in place. During 2012/13 the Finance Committee membership was increased from 8 to 9 individuals to ensure that enough members attended each meeting.
- Succession Planning - ensuring that the Governing Body has back-up plans in place for absence or replacement of Finance Manager. Discussions had been held and a plan had been put in place for the longer-term.

Reserves Policy

The governors have reviewed the reserves of the Academy. This review encompassed the nature of income and expenditure streams and the need to match them with future commitments. The level of reserves will be kept under review by the governors to ensure that it is adequate for the Academy's requirements.

The Academy had current asset reserves of £272,092 at 31st August 2013 of which £95,107 related to the restricted Extended Services LDG funds and £102,758 was the Academy's unrestricted funds.

The Extended Services LDG reserves of £95,107 were kept at a high level, deliberately, (by the Steering group of Headteachers) to ensure on-going funds were available for the next year to provide for operating costs for the Extended Services LDG and for a major project to support the mental health needs of pupils within the LDG. In addition, a suitable contingency fund for redundancies was required and this needed to be increased year-by-year. The level currently held was £20,000 and this would be re-evaluated annually in line with future liabilities.

The Academy's governors maintained a low level of reserves, in line with their policy to spend funding received on the pupils in the Academy at that time, except where a specific project required funding which needed to be built up over several years. The reserves held at the end of the year enabled a small contingency fund to be built up to support a projected fall in pupil numbers over the next few years.

Jotmans Hall Primary School

Governors' Report for the Year Ended 31 August 2013

The Academy is currently operating with a Local Government Pensions Scheme Deficit of £445,000 . However the Academy has recognised the deficit, employer's pension contributions (as a percentage of gross pay) have been reduced and a fixed sum is being repaid each month in order to slowly repay the deficit. As a result, there is no actual cash flow deficit on the fund, or direct impact on the free reserves of the academy trust because of recognising the deficit.

Investment Policy

The Academy holds cash balances in a current account and in a savings account with Barclays Bank plc. A daily sweep is operated so that a balance of £5,000 is maintained over-night in the current account; the remaining funds transferring to an interest bearing account. The Governors have looked into other investments but the need for quick access to the cash holdings was considered to be paramount.

In addition, the bulk of the cash reserves relate to the Extended Services LDG and these funds could be withdrawn by the LDG if a different "host" school was chosen to hold the Extended Services funds.

Plans for Future Periods

The Governors plans for the future include:-

•OfSTED 2013 Action Plan:-

September 2013 to August 2014

- Increase the amount of "Outstanding" teaching
- To improve the "next steps" advice given to teachers following observations
- To improve attendance statistics to at least the average level

Autumn 2013

- Opening a tenth class to enable the School pupil numbers on roll to grow.
- To support early intervention in the Foundation Stage to support individual pupils at the earliest opportunity.
- To equip the newly extended outdoor play area for Ash Class

September 2013

- Establishing an in-house hot meals service to replace the "bought-in" cold meals service. This is to support the increased number of pupils on FSM and to enhance healthy choices at lunchtimes for all pupils.

October 2013

- To continue to improve the ICT provision across the Academy by replacing all teacher laptops and 32 pupil laptops at the end of the current 3 year lease.

Spring Term 2014

- To work closely with the BATIC LDG to fund the mental health support for vulnerable pupils into 2013/14 and beyond

2013/14

- Enclosing the Upper School building corridor (if funds allow)

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Governors' Report for the Year Ended 31 August 2013

2014/15

- Remodelling the Admin area to provide an accessible foyer and integral medical room (if funds allow)

Funds held as Custodian Trustee on behalf of others

The Academy acts as the “Host” school for the Extended Services Local Delivery Group for Benfleet and Thundersley. The Extended Schools funding is restricted to a range of purposes which support the education, health and well-being of pupils attending all the schools in the Benfleet and Thundersley area. This is not a registered charity but is a holding facility set up for a group of schools who jointly pool funds awarded to them for specific purposes. An Extended Schools Co-ordinator manages the funds on behalf of the LDG and reports to a steering committee.

Approved by order of the members of the Governing Body on 25th November 2013.

Signed on its behalf by:

Mr. Paul Hodges

Chairman of Governors

Jotmans Hall Primary School

Governance Statement

Statement on governance and internal control

The Governors are satisfied that the internal control systems in operation at the Academy during the period 1st August 2012 – 31st August 2013 were adequate and effective.

The Governors' views have been informed by:-

- Monthly management reports which were received by Governors,
- 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

Governors 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

Scope of responsibility

As governors, 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 Governing Body has delegated the day-to-day responsibility to Mrs N Kadwill, 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 Governing Body any material weaknesses or breakdowns in internal control.

Governance

The information on governance included here supplements that described in the Governors' Report and in the Statement of Governors' responsibilities. The Full Governing Body has formally met 4 times during the year. Attendance during the year at meetings of the Governing Body was as follows:

Governor	Meetings attended	Out of a possible
Mr A Keeble (appointed 3.12.13)	2	3
Mrs N Collins	2	4
Mrs S Coultrup	4	4
Mr B Dunmow (appointed 3.12.12)	3	3
Mr M Hobday (appointed 19.3.12)	3	4
Mr P Hodges	4	4

Jotmans Hall Primary School

Governance Statement

Mr K Lawrence (resigned 22.10.12)	-	1
Mrs J Lunn	3	4
Mrs N Neary	3	4
Mrs N Ruddock	4	4
Mrs C Savage	4	4
Mr R Savage (appointed 5.11.12)	3	3
Mr B Strawford (resigned 10.9.12)	-	-
Mr M Woodruff	4	4
Mr B Woolf	3	4
Mrs N Kadwill	4	4

Changes in the composition of the Governing Body

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

- 5 Staff Governors
- 3 Parent Governors
- 7 Community Governors.

In December 2012, Mr Keeble replaced Mr Strawford and Mr Dunmow replaced Mr Lawrence as Community Governors.

Due to Mr Hamilton's resignation in July 2012, a Parent Governor election took place in September 2012 and in November 2012 Mr Savage was voted a Parent Governor as his replacement.

The Finance and General Purposes Committee is a sub-committee of the main Governing Body. Its purpose is to make decisions in respect of various functions of the Governing Body. Attendance at meetings during the year was as follows:

Governor	Meetings attended	Out of a possible
Mrs S Coultrup	5	6
Mr M Hobday	6	6
Mr P Hodges	5	6
Mrs N Kadwill	5	6
Mrs M Neary	2	6
Mr R Savage	1	2
Mrs N Ruddock	6	6
Mr M Woodruff	5	6
Mr B Woolf	5	6

Jotmans Hall Primary School

Governance Statement

The purpose of the system of internal control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Academy Trust 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 ended 31 August 2013 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 risks 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 ongoing process for identifying, evaluating and managing the Academy Trust's significant risks that has been in place for the year ending 31 August 2013 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the Governing Body.

The risk and control framework

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

- comprehensive budgeting and monitoring systems with an annual budget and periodic financial reports which are reviewed and agreed by the Governing Body;
- 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.

The Governing Body has considered the need for a specific internal audit function and has decided not to appoint an internal auditor. However, the governors have appointed Julie Hindley as Responsible Officer ('RO'). The RO's role includes giving advice on financial matters and performing a range of checks on the Academy Trust's financial systems. On a termly basis, the RO reports to the Governing Body on the operation of the systems of control and on the discharge of the Governing Body's financial responsibilities.

There were no material control or other issues reported by the RO to date.

Review of effectiveness

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

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

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

Jotmans Hall Primary School

Governance Statement

Approved by order of the members of the Governing Body on 25 November 2013 and signed on its behalf by:

.....
Mr P Hodges
Governor and trustee

.....
Mrs N Kadwill
Principal

Jotmans Hall Primary School

Statement on Regularity, Propriety and Compliance

As accounting officer of Jotmans Hall Primary School I have considered my responsibility to notify the academy trust governing body and the Education Funding Agency of material irregularity, impropriety and non-compliance with EFA terms and conditions of funding, under the funding agreement in place between the academy trust and the Secretary of State. As part of my consideration I have had due regard to the requirements of the Academies Financial Handbook.

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

I confirm that no instances of material irregularity, impropriety or funding non-compliance have been discovered to date.

.....
Mrs N Kadwill
Accounting officer

Jotmans Hall Primary School

Statement of Governors' Responsibilities

The governors (who act as the trustees for charitable activities of Jotmans Hall Primary School and are also the directors of the charitable company for the purposes of company law) are responsible for preparing the Governors' Report and the financial statements in accordance with the Annual Accounts Direction issued by the Education Funding Agency, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the governors to prepare financial statements for each financial year. Under company law the governors 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 governors are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The governors 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 governors 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 the EFA/DfE have been applied for the purposes intended.

The governors 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 on 25 November 2013 and signed on its behalf by:

.....
Mr P Hodges
Governor and trustee

.....
Mrs N Kadwill
Principal

Jotmans Hall Primary School

Independent Auditors' Report to the members of Jotmans Hall Primary School

We have audited the financial statements of Jotmans Hall Primary School for the year ended 31 August 2013, which comprise the Statement of Financial Activities incorporating Income and Expenditure Account, Balance Sheet, Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's trustees, 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 charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of governors and auditors

As explained more fully in the Statement of Governors' Responsibilities (set out on page 21), the governors (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

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

Opinion on the financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2013 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 the Annual Accounts Direction issued by the Education Funding Agency; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Governors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of governors' 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

Independent Auditors' Report to the members of Jotmans Hall Primary School

.....
Jonathan Gorridge FCA (Senior Statutory Auditor)
For and on behalf of MWS, Statutory Auditor

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

25 November 2013

Jotmans Hall Primary School

Independent Auditors' Report on Regularity to Jotmans Hall Primary School and the Education Funding Agency

In accordance with the terms of our engagement letter dated 26 July 2011 and further to the requirements of the Education Funding Agency (EFA) as included in the Academies: Accounts Direction 2012/13, 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 ended 31 August 2013 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 EFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to the Jotmans Hall Primary School and the EFA those matters we are required to state in a report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Jotmans Hall Primary School and the EFA, for our work, for this report, or for the conclusion we have formed.

Respective responsibilities of Jotmans Hall Primary School Academy Trust'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 as published by DfES in 2012, 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 2012/13. 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 ended 31 August 2013 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 2012/13 issued by the EFA. We performed a limited assurance engagement as defined in our engagement letter.

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

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

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

Based on our risk assessment of material non-compliance, we carried out detailed testing of the specific income streams from the EFA, and the related expenditure streams, to which specific conditions had been attached.

Jotmans Hall Primary School

Independent Auditors' Report on Regularity to Jotmans Hall Primary School and the Education Funding Agency

We evaluated the control environment of the Academy Trust, extending the procedures required for the financial statements to include regularity. We tested a sample of the specific control activities over regularity of particular activities. We confirmed that the Academy Trust had not entered into any borrowing arrangements. We carried out substantive testing of fixed assets to confirm that no sales of any assets had taken place. We reviewed cash payments made by the school for any unusual transactions and verified the nature of said transactions. We reviewed the list of suppliers to consider whether any supplies were made by related parties connected to the Principal, Finance Manager or any Governor. We reviewed the nature and terms of any lettings to ensure that any lettings made to any related parties were made at the normal third party rates and not on any favourable terms.

Conclusion

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

.....
Jonathan Gorridge FCA (Senior Statutory Auditor)
For and on behalf of MWS, Statutory Auditor

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

Jotmans Hall Primary School

Statement of Financial Activities for the Year Ended 31 August 2013 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted Funds £	Restricted General Funds £	Restricted Fixed Asset Funds £	Total 2013 £	Total 2012 £
Incoming resources						
<i>Incoming resources from generated funds:</i>						
Voluntary income						
Transfer on conversion	3	-	-	-	-	2,744,959
Other voluntary income	3	43,957	-	-	43,957	45,743
Activities for generating funds	4	68,467	-	-	68,467	152,535
Investment income	5	1,148	-	-	1,148	295
<i>Incoming resources from charitable activities:</i>						
Funding for the Academy's educational operations	6	-	1,160,657	16,459	1,177,116	1,434,413
Total incoming resources		113,572	1,160,657	16,459	1,290,688	4,377,945
Resources expended						
<i>Charitable activities:</i>						
Academy's educational operations	8	27,658	1,336,169	183,300	1,547,127	1,530,873
Governance costs	9	-	12,885	-	12,885	13,167
Total resources expended	7	27,658	1,349,054	183,300	1,560,012	1,544,040
Net incoming/(outgoing) resources before transfers		85,914	(188,397)	(166,841)	(269,324)	2,833,905
Gross transfers between funds	16	(240,962)	222,805	18,157	-	-
Net (expenditure)/income for the year		(155,048)	34,408	(148,684)	(269,324)	2,833,905
Other recognised gains and losses						
Actuarial gains on defined benefit pension schemes	24	-	(25,000)	-	(25,000)	(98,193)
Net movement in (deficit)/funds		(155,048)	9,408	(148,684)	(294,324)	2,735,712
Reconciliation of funds						

Jotmans Hall Primary School

Statement of Financial Activities for the Year Ended 31 August 2013 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted Funds £	Restricted General Funds £	Restricted Fixed Asset Funds £	Total 2013 £	Total 2012 £
Funds/(deficit) brought forward at 1 September 2012	16	<u>257,806</u>	<u>(358,811)</u>	<u>2,836,718</u>	<u>2,735,713</u>	<u>-</u>
Funds/(deficit) carried forward at 31 August 2013		<u>102,758</u>	<u>(349,403)</u>	<u>2,688,034</u>	<u>2,441,389</u>	<u>2,735,712</u>

All of the Academy's activities derive from continuing operations during the above two periods.

A Statement of Total Recognised Gains and Losses is not required as all gains and losses are included in the Statement of Financial Activities.

Jotmans Hall Primary School
(Registration number: 7687947)
Balance Sheet as at 31 August 2013

	Note	31 August 2013 £	31 August 2012 £
Fixed assets			
Tangible assets	12	2,688,034	2,836,718
Current assets			
Stocks	13	1,755	2,938
Debtors	14	75,383	18,702
Cash at bank and in hand		<u>194,955</u>	<u>319,165</u>
		272,093	340,805
Creditors: Amounts falling due within one year	15	<u>(73,738)</u>	<u>(49,811)</u>
Net current assets		<u>198,355</u>	<u>290,994</u>
Total assets less current liabilities		<u>2,886,389</u>	<u>3,127,712</u>
Net assets excluding pension liability		2,886,389	3,127,712
Pension scheme liability	24	<u>(445,000)</u>	<u>(392,000)</u>
Net assets including pension liability		<u><u>2,441,389</u></u>	<u><u>2,735,712</u></u>
Funds of the Academy:			
Restricted funds			
Restricted general fund	16	95,597	33,189
Restricted fixed asset fund	16	2,688,034	2,836,718
Restricted pension fund	16	<u>(445,000)</u>	<u>(392,000)</u>
		2,338,631	2,477,907
Unrestricted funds			
Unrestricted general fund	16	<u>102,758</u>	<u>257,806</u>
Total funds		<u><u>2,441,389</u></u>	<u><u>2,735,713</u></u>

The financial statements on pages 26 to 48 were approved by the governors, and authorised for issue on 25 November 2013 and signed on their behalf by:

.....
Mr P Hodges
Governor and trustee

.....
Mrs N Kadwill
Principal

Jotmans Hall Primary School

Cash Flow Statement for the Year Ended 31 August 2013

	Note	31 August 2013 £	31 August 2012 £
Net cash (outflow)/inflow from operating activities	19	(90,742)	293,436
Cash transferred on conversion to an academy trust		-	141,525
Returns on investments and servicing of finance	20	1,148	295
Capital expenditure and financial investment	21	<u>(34,616)</u>	<u>(116,091)</u>
(Decrease)/increase in cash in the year	22	<u><u>(124,210)</u></u>	<u><u>319,165</u></u>

Reconciliation of net cash flow to movement in net funds

(Decrease)/increase in cash in the year	(124,210)	319,165
Net funds at 1 September 2012	<u>319,165</u>	<u>-</u>
Net funds at 31 August 2013	<u><u>194,955</u></u>	<u><u>319,165</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

Jotmans Hall Primary School

Notes to the Financial Statements for the Year Ended 31 August 2013

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention in accordance with applicable United Kingdom Accounting Standards, the Charity Commission 'Statement of Recommended Practice: Accounting and Reporting by Charities' ('SORP 2005'), the Annual Accounts Direction issued by the Education Funding Agency and the Companies Act 2006. A summary of the principal accounting policies, which have been applied consistently, except where noted, is set out below.

Going concern

The governors 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 company to continue as a going concern. The governors make this assessment in respect of a period of one year from the date of approval of the financial statements.

Incoming resources

All incoming resources are recognised when the Academy Trust has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Grants receivable

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

Sponsorship income

Sponsorship income provided to the Academy Trust which amounts to a donation is recognised in the Statement of Financial Activities in the period in which it is receivable, where there is certainty of receipt.

Donations

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

Other income

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

Donated services and gifts in kind

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

Jotmans Hall Primary School

Notes to the Financial Statements for the Year Ended 31 August 2013

1 Accounting policies (continued)

Resources expended

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

All resources expended are inclusive of irrecoverable VAT.

Cost of generating funds

These are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities

These are costs incurred on the Academy Trust's educational operations.

Governance costs

These include the costs attributable to the Academy Trust's compliance with constitutional and statutory requirements, including audit, strategic management and Governor's meetings and reimbursed expenses.

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. 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 such assets is charged to the restricted fixed asset fund in the Statement of Financial Activities so as to reduce the fund over the useful economic life of the related asset on a basis consistent with the Academy Trust's depreciation policy.

Depreciation is provided on all tangible fixed assets other than freehold land, at rates calculated to write off the cost of each asset over its expected useful lives, per the table below.

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.

Freehold buildings are valued at depreciated replacement cost; land is valued at market value at the time of conversion.

Asset class	Amortisation method and rate
Fixtures and fittings	25% Straight line basis
Computer equipment	25% Straight line basis
Freehold buildings	2% Straight line basis

Leased assets

Rentals under operating leases are charged on a straight line basis over the lease term.

Jotmans Hall Primary School

Notes to the Financial Statements for the Year Ended 31 August 2013

1 Accounting policies (continued)

Stock

Unsold uniforms and catering stocks are valued at the lower of cost or net realisable value.

Taxation

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

Pension benefits

Retirement benefits to employees of the Academy Trust are provided by the Teachers' Pension Scheme ('TPS') and the Local Government Pension Scheme ('LGPS'). These are defined benefit schemes, are contracted out of the State Earnings-Related Pension Scheme ('SERPS'), and the assets are held separately from those of the Academy Trust. 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 Trust 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 quinquennial valuations using a prospective benefit method. As stated in the notes to the financial statements, the TPS is a multi-employer scheme and the Academy Trust is unable to identify its share of the underlying assets and liabilities of the scheme on a consistent and reasonable basis. The TPS is therefore treated as a defined contribution scheme and the contributions recognised as they are paid each year.

The LGPS is a funded scheme and the assets are held separately from those of the Academy Trust in separate trustee administered funds. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit 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 gains and losses on settlements and curtailments. They are included as part of staff costs. Past service costs are recognised immediately in the Statement of Financial Activities if the benefits have vested. If the benefits have not vested immediately, the costs are recognised over the period until vesting occurs. The expected return on assets and the interest cost are shown as a net finance amount of other finance costs or credits adjacent to interest. Actuarial gains and losses are recognised immediately in other gains and losses.

Fund accounting

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

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

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

Jotmans Hall Primary School

Notes to the Financial Statements for the Year Ended 31 August 2013

2 General Annual Grant (GAG)

	31 August 2013 £	31 August 2012 £
Results and carry forward for year		
GAG brought forward from previous period	(49,103)	-
GAG allocation for current year	<u>955,135</u>	<u>1,138,374</u>
Total GAG available to spend	906,032	1,138,374
Recurrent expenditure from GAG	(1,052,177)	(1,101,812)
Fixed assets purchased from GAG	<u>(18,157)</u>	<u>(85,666)</u>
GAG carried forward to next year	<u>(164,302)</u>	<u>(49,104)</u>
Maximum permitted GAG carry forward at end of current year (12% of allocation for current year)	<u>114,616</u>	<u>136,605</u>
GAG to surrender to DfE		
(12% rule breached if result is positive)	<u>(151,514)</u>	<u>(185,708)</u>
	No breach	No breach

3 Voluntary income

	Unrestricted funds £	Total 2013 £	Total 31 August 2012 £
Transfer on conversion	-	-	2,744,959
Other voluntary income			
Educational trips and visits	28,564	28,564	45,743
Other donations	<u>15,393</u>	<u>15,393</u>	-
	<u>43,957</u>	<u>43,957</u>	<u>45,743</u>
Total voluntary income	<u>43,957</u>	<u>43,957</u>	<u>2,790,702</u>

Jotmans Hall Primary School

Notes to the Financial Statements for the Year Ended 31 August 2013

4 Activities for generating funds

	Unrestricted funds £	Total 2013 £	Total 31 August 2012 £
Hire of facilities	5,562	5,562	5,452
Catering income	7,672	7,672	6,074
Other services provided by the school	55,233	55,233	141,009
	<u>68,467</u>	<u>68,467</u>	<u>152,535</u>

5 Investment income

	Unrestricted funds £	Total 2013 £	Total 31 August 2012 £
Short term deposits	<u>1,148</u>	<u>1,148</u>	<u>295</u>

6 Funding for Academy's educational operations

	Restricted funds £	Restricted fixed asset funds £	Total 2013 £	Total 31 August 2012 £
DfE/EFA capital grants				
Capital grants	-	16,459	16,459	30,425
DfE/EFA revenue grants				
General annual grant	955,135	-	955,135	1,138,374
Other DfE/EFA grants	61,509	-	61,509	63,429
Local Delivery Group	<u>31,325</u>	<u>-</u>	<u>31,325</u>	<u>120,654</u>
	1,047,969	-	1,047,969	1,322,457
Other government grants				
Local Authority grants	<u>112,687</u>	<u>-</u>	<u>112,687</u>	<u>81,531</u>
Total grants	<u>1,160,656</u>	<u>16,459</u>	<u>1,177,115</u>	<u>1,434,413</u>

Jotmans Hall Primary School

Notes to the Financial Statements for the Year Ended 31 August 2013

7 Resources expended

	Staff costs £	Premises £	Other costs £	Total 2013 £	Total 31 August 2012 £
Academy's educational operations					
Direct costs	759,884	183,300	173,453	1,116,637	1,227,540
Allocated support costs	<u>206,282</u>	<u>132,200</u>	<u>92,008</u>	<u>430,490</u>	<u>303,333</u>
	966,166	315,500	265,461	1,547,127	1,530,873
Governance costs including allocated support costs	<u>-</u>	<u>-</u>	<u>12,885</u>	<u>12,885</u>	<u>13,167</u>
	<u><u>966,166</u></u>	<u><u>315,500</u></u>	<u><u>278,346</u></u>	<u><u>1,560,012</u></u>	<u><u>1,544,040</u></u>

Jotmans Hall Primary School

Notes to the Financial Statements for the Year Ended 31 August 2013

7 Resources expended (continued)

Net incoming/outgoing resources for the year include:

	31 August 2013 £	31 August 2012 £
Operating leases	2,983	9,741
Fees payable to auditor - audit	<u>6,000</u>	<u>5,500</u>

8 Charitable activities - Academy's educational operations

	Unrestricted funds £	Restricted funds £	Restricted fixed asset funds £	Total 2013 £	Total 31 August 2012 £
Direct costs					
Teaching and educational support staff costs	-	759,884	-	759,884	807,982
Depreciation	-	-	183,300	183,300	193,807
Educational supplies	19,986	147,058	-	167,044	225,612
Staff development	-	100	-	100	139
Educational consultancy	-	6,309	-	6,309	-
	<u>19,986</u>	<u>913,351</u>	<u>183,300</u>	<u>1,116,637</u>	<u>1,227,540</u>
Allocated support costs					
Support staff costs	-	192,282	-	192,282	179,201
FRS 17 service cost adjustment	-	14,000	-	14,000	-
Maintenance of premises and equipment	-	76,641	-	76,641	30,578
Cleaning	-	4,988	-	4,988	-
Rent, rates and utilities	-	23,402	-	23,402	27,080
Insurance	-	27,169	-	27,169	28,788
Security and transport	-	868	-	868	90
Catering	7,672	13,020	-	20,692	11,487
Bank interest and charges	-	72	-	72	53
Expected return on scheme assets	-	(5,000)	-	(5,000)	-

Jotmans Hall Primary School

Notes to the Financial Statements for the Year Ended 31 August 2013

8 Charitable activities - Academy's educational operations (continued)

	Unrestricted funds £	Restricted funds £	Restricted fixed asset funds £	Total 2013 £	Total 31 August 2012 £
Interest on defined benefit pension scheme	-	19,000	-	19,000	-
Other support costs	-	56,376	-	56,376	26,056
	<u>7,672</u>	<u>422,818</u>	<u>-</u>	<u>430,490</u>	<u>303,333</u>
	<u>27,658</u>	<u>1,336,169</u>	<u>183,300</u>	<u>1,547,127</u>	<u>1,530,873</u>

9 Governance costs

	Restricted funds £	Total 2013 £	Total 31 August 2012 £
Auditors' remuneration			
Audit of financial statements	6,000	6,000	5,500
Support costs	<u>6,885</u>	<u>6,885</u>	<u>7,667</u>
	<u>12,885</u>	<u>12,885</u>	<u>13,167</u>

10 Staff costs

	2013 £	31 August 2012 £
Staff costs during the year were:		
Wages and salaries	789,371	827,064
Social security costs	57,518	56,102
Pension costs	107,150	91,862
Supply teacher costs	<u>12,127</u>	<u>12,155</u>
	<u>966,166</u>	<u>987,183</u>

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

Jotmans Hall Primary School

Notes to the Financial Statements for the Year Ended 31 August 2013

10 Staff costs (continued)

	31 August 2013 No	31 August 2012 No
Charitable Activities		
Teachers	22	21
Administration and support	8	8
Management	2	2
	<u>32</u>	<u>31</u>

11 Governors' and officers' insurance

In accordance with normal commercial practice the Academy has purchased insurance to protect governors 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 2013 is included as part of the total insurance cost.

12 Tangible fixed assets

	Freehold land and buildings £	Furniture and equipment £	Computer equipment £	Total £
Cost				
At 1 September 2012	2,450,000	479,065	101,460	3,030,525
Additions	<u>12,681</u>	<u>15,510</u>	<u>6,425</u>	<u>34,616</u>
At 31 August 2013	<u>2,462,681</u>	<u>494,575</u>	<u>107,885</u>	<u>3,065,141</u>
Depreciation				
At 1 September 2012	39,000	127,567	27,240	193,807
Charge for the year	<u>36,150</u>	<u>120,676</u>	<u>26,474</u>	<u>183,300</u>
At 31 August 2013	<u>75,150</u>	<u>248,243</u>	<u>53,714</u>	<u>377,107</u>
Net book value				
At 31 August 2013	<u>2,387,531</u>	<u>246,332</u>	<u>54,171</u>	<u>2,688,034</u>
At 31 August 2012	<u>2,411,000</u>	<u>351,498</u>	<u>74,220</u>	<u>2,836,718</u>

Jotmans Hall Primary School

Notes to the Financial Statements for the Year Ended 31 August 2013

13 Stock

	31 August 2013 £	31 August 2012 £
Clothing	<u>1,755</u>	<u>2,938</u>

14 Debtors

	31 August 2013 £	31 August 2012 £
Trade debtors	4,353	120
Prepayments	20,603	9,751
Accrued grant and other income	44,085	-
VAT recoverable	6,342	1,685
Other debtors	-	7,146
	<u>75,383</u>	<u>18,702</u>

Jotmans Hall Primary School

Notes to the Financial Statements for the Year Ended 31 August 2013

15 Creditors: amounts falling due within one year

	31 August 2013	31 August 2012
	£	£
Trade creditors	20,614	12,036
Other taxation and social security	16,408	16,281
Pension scheme creditor	12,575	11,011
Accruals	20,680	1,977
Deferred income	3,461	8,506
	<u>73,738</u>	<u>49,811</u>

	31 August 2013
	£
Deferred income at 1 September 2012	8,506
Resources deferred in the period	3,461
Amounts released from previous periods	<u>(8,506)</u>
Deferred income at 31 August 2013	<u>3,461</u>

Jotmans Hall Primary School

Notes to the Financial Statements for the Year Ended 31 August 2013

16 Funds

	Balance at 1 September 2012 £	Incoming resources £	Resources expended £	Gains, losses and transfers £	Balance at 31 August 2013 £
Restricted general funds					
General annual grant (GAG)	(49,103)	955,135	(1,105,177)	162,247	(36,898)
Other DFE/EFA grants	-	61,509	(50,484)	-	11,025
Local Authority grants	-	112,687	(86,326)	-	26,361
Local Delivery Group	82,292	31,325	(18,508)	-	95,109
	<u>33,189</u>	<u>1,160,656</u>	<u>(1,260,495)</u>	<u>162,247</u>	<u>95,597</u>
Restricted fixed asset funds					
Inherited fixed assets	2,749,650	-	(181,131)	-	2,568,519
Capital expenditure from GAG	64,250	-	(1,470)	18,157	80,937
DFE/EFA capital grants	22,818	16,459	(699)	-	38,578
	<u>2,836,718</u>	<u>16,459</u>	<u>(183,300)</u>	<u>18,157</u>	<u>2,688,034</u>
Restricted pension funds					
Pension reserve	(392,000)	-	-	(53,000)	(445,000)
Total restricted funds	<u>2,477,907</u>	<u>1,177,115</u>	<u>(1,443,795)</u>	<u>127,404</u>	<u>2,338,631</u>
Unrestricted funds	<u>257,806</u>	<u>113,572</u>	<u>(141,216)</u>	<u>(127,404)</u>	<u>102,758</u>
Total funds	<u><u>2,735,713</u></u>	<u><u>1,290,687</u></u>	<u><u>(1,585,011)</u></u>	<u><u>-</u></u>	<u><u>2,441,389</u></u>

17 Analysis of net assets between funds

	Unrestricted funds £	Restricted general funds £	Restricted fixed asset funds £	Total funds £
Tangible fixed assets	-	-	2,688,034	2,688,034
Current assets	102,845	169,247	-	272,092
Current liabilities	(87)	(73,650)	-	(73,737)
Pension scheme liability	-	(445,000)	-	(445,000)
Total net assets	<u>102,758</u>	<u>(349,403)</u>	<u>2,688,034</u>	<u>2,441,389</u>

18 Financial commitments

Operating leases

At 31 August 2013 the Academy had annual commitments under non-cancellable operating leases as follows:

Jotmans Hall Primary School

Notes to the Financial Statements for the Year Ended 31 August 2013

18 Financial commitments (continued)

Operating leases which expire:

	31 August 2013 £	31 August 2012 £
Other		
Within one year	-	9,625
Within two to five years	3,977	-
	<u>3,977</u>	<u>9,625</u>

19 Reconciliation of net (expenditure)/income to net cash inflow/(outflow) from operating activities

	31 August 2013 £	31 August 2012 £
Net (expenditure)/income	(269,324)	2,833,905
Depreciation	183,300	193,807
Interest receivable	(1,148)	(295)
FRS 17 expected return on scheme assets	(5,000)	-
FRS 17 interest on defined benefit pension scheme	19,000	-
FRS17 service cost adjustment	14,000	-
Decrease/(increase) in stocks	1,183	(2,938)
Increase in debtors	(56,681)	(18,702)
Increase in creditors	23,927	49,811
Inherited assets	-	(3,055,959)
Increase in defined benefit pension scheme liability	-	311,000
FRS17 pension cost less contribution payable	-	(193)
FRS17 pension finance income	-	(17,000)
Rounding	1	-
Net cash (outflow)/inflow from operating activities	<u>(90,742)</u>	<u>293,436</u>

20 Returns on investments and servicing of finance

	31 August 2013 £	31 August 2012 £
Interest received	1,148	295
Net cash inflow from returns on investments and servicing of finance	<u>1,148</u>	<u>295</u>

21 Capital expenditure and financial investment

31 August 2013 £	31 August 2012 £
------------------------	------------------------

Jotmans Hall Primary School

Notes to the Financial Statements for the Year Ended 31 August 2013

21 Capital expenditure and financial investment (continued)

Purchase of tangible fixed assets	<u>(34,616)</u>	<u>(116,091)</u>
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22 Analysis of changes in net funds

	At 1 September 2012 £	Cash flows £	At 31 August 2013 £
Cash at bank and in hand	<u>319,165</u>	<u>(124,210)</u>	<u>194,955</u>

23 Members' liability

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

24 Pension and similar obligations

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

The pension costs are assessed in accordance with the advice of independent qualified actuaries. The latest actuarial valuation of the TPS was 31 March 2004 and of the LGPS 31 August 2013.

Contributions amounting to £12,575 (2012 - £11,011) were payable to the schemes at 31 August 2013 and are included within creditors.

Teachers' Pension Scheme

The Teachers' Pension Scheme ("TPS") is a statutory, contributory, defined benefit scheme. The regulations under which the TPS operates are the Teachers' Pensions Regulations 2010.

Although teachers and lecturers are employed by various bodies, their retirement and other pension benefits including annual increases payable under the Pensions (Increase) Acts are, as provided for in the Superannuation Act 1972, paid out of monies provided by Parliament. Under the unfunded TPS, teachers' contributions on a 'pay-as-you-go' basis and employers' contributions, are credited to the Exchequer under arrangements governed by the above Act.

The Teachers' Pensions Regulations require an annual account, the Teachers' Pension Budgeting and Valuation Account, to be kept of receipts and expenditure (including the cost of pensions' increases). From 1 April 2001, the Account has been credited with a real rate of return (in excess of price increases and currently set at 3.5%), which is equivalent to assuming that the balance in the Account is invested in notional investments that produce real rate of return.

The Government Agency ("GA"), using normal actuarial principles, conducts formal actuarial reviews of the TPS. The aim of the reviews is to specify the level of future contributions.

Jotmans Hall Primary School

Notes to the Financial Statements for the Year Ended 31 August 2013

24 Pension and similar obligations (continued)

The contribution rate paid into the TPS is assessed in two parts. First, a standard contribution rate ("SCR") is determined. This is the contribution, expressed as a percentage of the salaries of teachers and lecturers in service or entering service during the period over which the contribution rate applies, which if it were paid over the entire active service of the teachers and lecturers would broadly defray the cost of benefits payable in respect of that service. Secondly, a supplementary contribution is payable if, as a result of the actuarial investigation, it is found that accumulated liabilities of the Account for benefits to past and present teachers, are not fully covered by standard contributions to be paid in future and by the notional fund built up from past contributions. The total contribution rate payable is the sum of the SCR and the supplementary contribution rate.

The latest valuation of the TPS related to the period 1 April 2001 - 31 March 2004. The GA's report of October 2006 revealed that the total liabilities of the Scheme (pensions currently in payment and the estimated cost of future benefits) amounted to £166,500 millions. The value of the assets (estimated future contributions together with the proceeds from the notional investments held at the valuation date) was £163,240 millions. The assumed real rate of return is 3.5% in excess of prices and 2% in excess of earnings. The rate of real earnings growth is assumed to be 1.5%. The assumed gross rate of return is 6.5%.

As from 1 January 2007, and as part of the cost-sharing agreement between employers' and teachers' representatives, the SCR was assessed at 19.75%, and the supplementary contribution rate was assessed to be 0.75% (to balance assets and liabilities as required by the regulations within 15 years). This resulted in a total contribution rate of 20.5%, which translated into an employee contribution rate of 6.4% and employer contribution rate of 14.1% payable. The cost-sharing agreement also introduced - effective for the first time for the 2008 valuation - a 14% cap on employer contributions payable.

From 1 April 2012 to 31 March 2013, the employee contribution rate ranged between 6.4% and 8.8%, depending on a member's Full Time Equivalent salary. Further changes to the employee contribution rate will be applied in 2013-14 and 2014-15.

Actuarial scheme valuations are dependent on assumptions about the value of future costs, design of benefits and many other factors. Many of these are being discussed in the context of the design for a reformed TPS and scheme valuations are, therefore, currently suspended. The Government, however, has set out a future process for determining the employer contribution rate under the new scheme, and this process will involve a full actuarial valuation.

Under the definitions set out in Financial Reporting Standard 17 (FRS 17) Retirement Benefits, the TPS is a multi-employer pension scheme. The academy is unable to identify its share of the underlying assets and liabilities of the scheme. Accordingly, the academy has taken advantage of the exemption in FRS 17 and 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 and the implications for the academy in terms of the anticipated contribution rates.

Local Government Pension Scheme

The LGPS is a funded defined-benefit scheme, with the assets held in separate trustee-administered funds. The total contribution made for the year ended 31 August 2013 was £39,942 (2012 - £40,765), of which employer's contributions totalled £26,721 (2012 - £27,254) and employees' contributions totalled £13,220 (2012 - £13,511). The agreed contribution rates for future years are 12.3 per cent for employers and 6.5 per cent for employees.

Jotmans Hall Primary School

Notes to the Financial Statements for the Year Ended 31 August 2013

24 Pension and similar obligations (continued)

Principal actuarial assumptions

	At 31 August 2013 %	At 31 August 2012 %
Rate of increase in salaries	5.00	4.00
Rate of increase for pensions in payment/inflation	3.00	2.00
Discount rate for scheme liabilities	5.00	4.00
Inflation assumptions (CPI)	3.00	2.00
RPI increases	4.00	3.00
Commutation of pensions to lump sums	<u>50.00</u>	<u>50.00</u>

Sensitivity analysis

A sensitivity analysis for the principal assumptions used to measure scheme liabilities is set out below:

	+ 0.1% £	0.0% £	- 0.1% £
Adjustment to discount rate			
Present value of total obligation	558,000	574,000	591,000
Projected service cost	<u>59,000</u>	<u>61,000</u>	<u>63,000</u>

	+ 1 Year £	None £	- 1 Year £
Adjustment to mortality age rating assumption			
Present value of total obligation	554,000	574,000	595,000
Projected service cost	<u>58,000</u>	<u>61,000</u>	<u>64,000</u>

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

	At 31 August 2013	At 31 August 2012
Retiring today		
Males retiring today	23.00	23.00
Females retiring today	25.00	25.00
Retiring in 20 years		
Males retiring in 20 years	24.00	24.00
Females retiring in 20 years	<u>27.00</u>	<u>27.00</u>

The academy's share of the assets and liabilities in the scheme were:

Jotmans Hall Primary School

Notes to the Financial Statements for the Year Ended 31 August 2013

24 Pension and similar obligations (continued)

	At 31 August 2013 £	At 31 August 2012 £
Equities	84,000	41,000
Gilts	10,000	4,000
Other bonds	12,000	5,000
Property	14,000	8,000
Cash	4,000	2,000
Other	5,000	-
	<hr/>	<hr/>
Total market value of assets	129,000	60,000
Present value of scheme liabilities - funded	(574,000)	(452,000)
	<hr/>	<hr/>
Deficit in the scheme	(445,000)	(392,000)
	<hr/>	<hr/>

The expected rates of return were:

	At 31 August 2013 %	At 31 August 2012 %
Equities	7.00	6.00
Gilts	4.00	3.00
Other bonds	4.00	4.00
Property	6.00	5.00
Cash	1.00	1.00
Other	4.00	-
	<hr/>	<hr/>

The expected return on assets is based on the long-term future expected investment return for each asset class at the beginning of the period. The returns on gilts and other bonds are assumed to be the gilt yield and corporate bond yield (with an adjustment to reflect the default risk) respectively at the relevant date. The returns on equities and property are then assumed to be a margin above gilt yields.

The actual return on scheme assets was £13,000 (2012 - £2,000).

Jotmans Hall Primary School

Notes to the Financial Statements for the Year Ended 31 August 2013

24 Pension and similar obligations (continued)

Amounts recognised in the statement of financial activities

	31 August 2013 £	31 August 2012 £
Current service cost	57,000	48,000
Total operating charge	57,000	48,000

Analysis of pension finance income/(costs)

	31 August 2013 £	31 August 2012 £
Expected return on pension scheme assets	(5,000)	(2,000)
Interest on pension liabilities	19,000	19,000
Pension finance income	14,000	17,000

The actuarial gains and losses for the current year are recognised in the statement of financial activities. The cumulative amount of actuarial gains and losses recognised in the statement of financial activities since the adoption of FRS 17 is (£145,000) (2012 - (£120,000)).

Movements in the present value of defined benefit obligation

	31 August 2013 £	31 August 2012 £
At 1 September	452,000	311,000
Current service cost	57,000	48,000
Interest cost	19,000	19,000
Employee contributions	13,000	14,000
Actuarial losses	33,000	60,000
At 31 August	574,000	452,000

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

	31 August 2013 £	31 August 2012 £
At 1 September	60,000	-
Expected return on assets	5,000	2,000
Actuarial gains	8,000	-
Employer contributions	43,000	44,000
Employee contributions	13,000	14,000
At 31 August	129,000	60,000

The estimated value of employer contributions for next period is £44,000 (2012 - £44,000).

History of experience adjustments

Amounts for the current and previous period are as follows:

Jotmans Hall Primary School

Notes to the Financial Statements for the Year Ended 31 August 2013

24 Pension and similar obligations (continued)

	31 August 2013 £	31 August 2012 £
Present value of scheme liabilities	(574,000)	(452,000)
Fair value of scheme assets	<u>129,000</u>	<u>60,000</u>
Deficit in the scheme	<u>(445,000)</u>	<u>(392,000)</u>
	31 August 2013 £	31 August 2012 £
Experience adjustments arising on scheme assets	-	-
Experience adjustments arising on scheme liabilities	<u>-</u>	<u>-</u>

Comparative figures have not been restated as permitted by FRS 17.

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.

25 Related party transactions

Owing to the nature of the Academy's operations and the composition of the board of governors being drawn from local public and private sector organisations, it is inevitable that transactions will take place with organisations in which a member of the board of governors may have an interest. All transactions involving such organisations are conducted at arm's length and in accordance with the Academy's financial regulations and normal procurement procedures.

During the year the academy made the following related party transactions:

Mr K Lawrence

Mr K Lawrence was a governor and trustee of Jotmans Hall Primary School and a director of Abbystar Print Solutions Ltd.

Jotmans Hall Primary School employed Abbystar Print Solutions Ltd to provide printing services during the period amounting to a total cost of £465.60.

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 £7,118.86.