

Company Registration No. 07596997 (England and Wales)

**THE BURGATE SCHOOL AND SIXTH FORM
(A COMPANY LIMITED BY GUARANTEE)**

**ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2020**

THE BURGATE SCHOOL AND SIXTH FORM

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THE BURGATE SCHOOL AND SIXTH FORM

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

Mrs J Hair (Chair of Trustees to 12.12.19)
Mr D Pover (Headteacher)
Mr A Cooper (Chair of Trustees from 12.12.19)
Mrs W Gregoire (SEND Trustee)
Mr N Griffiths
Mrs J Newbigging (Vice Chair of Trustees from 12.12.19)
Mr I Newman
Ms A Born
Mrs S E Firino (Staff Trustee) (Resigned 23 January 2020)
Mr D J Millar
Dr R Wagland
Mrs S Hughes (Appointed 12 December 2019)
Ms C Connolly (Staff Trustee) (Appointed 9 March 2020)

Members

All governors are members

Leadership Team

- Headteacher	Mr D Pover
- Deputy Headteacher	Mrs K Gibson
- Assistant Headteacher	Mrs V Becher
- Assistant Headteacher	Mr B Clemson
- Assistant Headteacher	Mrs H Shering
- Business Manager	Mrs F Wilcox

Clerk to the Governors

Miss S Hewett

Company registration number

07596997 (England and Wales)

Registered office

Salisbury Road
Fordingbridge
Hampshire
SP6 1EZ

Independent auditor

Moore (South) LLP
33 The Clarendon Centre
Salisbury Business Park
Dairy Meadow Lane
Salisbury
Wiltshire
SP1 2TJ

Bankers

Lloyds Bank Plc
PO Box 1000
BX1 1LT

Solicitors

Stone King LLP
13 Queen Square
Bath
BA1 2HJ

THE BURGATE SCHOOL AND SIXTH FORM

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2020

The trustees present their annual report together with the accounts and independent auditor's reports of the charitable company for the period 1 September 2019 to 31 August 2020. The annual report serves the purposes of both a trustees' report and a directors' report under company law.

The trust operates an academy for pupils aged 11 to 18 serving a catchment area in North West Hampshire, South Wiltshire and East Dorset. It has a student capacity of 1050 and had a roll of 981 in the school census October 2019.

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 Charitable Company is known as The Burgate School and Sixth Form.

The trustees of The Burgate School and Sixth Form are also the directors of the charitable company for the purposes of company law. Details of the trustees who served during the year, and to the date these accounts are approved, are included in the Reference and Administrative Details on page one.

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.

Trustees' indemnities

The school has taken out appropriate indemnity insurance to protect the governors' interests.

Method of recruitment and appointment or election of trustees

The number of trustees shall not be less than three but shall not be subject to any maximum. The staff can elect up to two staff trustees (the board of trustees has agreed to have one staff trustee on its board to ensure the voice of the staff body is heard). Any election of staff trustees that is contested is held by a secret ballot of the staff of the academy. Staff trustees must resign if and when they cease to be employed by the school. The parents can elect up to six parent trustees and there must be at least two. Any election of parent trustees which is contested is held by a secret ballot of all parents. The Head Teacher is treated for all purposes as being an ex-officio trustee. Trustees may appoint up to nine other trustees and look for a range of skills and experience that will benefit the school, particularly in areas such as education, business, finance and accounting. The trustees may also appoint up to three co-opted trustees on to the board of trustees. The term of office of any trustee except the Head Teacher is four years. Subject to remaining eligible to be a particular type of trustee, any trustee may be re-appointed or re-elected. The Secretary of State may appoint additional trustees if and when he/she thinks fit.

THE BURGATE SCHOOL AND SIXTH FORM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

Policies and procedures adopted for the induction and training of trustees

All new trustees meet with the Head Teacher, the Chair, the Vice Chair and the Clerk of the board of trustees as part of their induction programme and are invited by the Head Teacher to visit and have a tour of the school. Each trustee is given an induction pack and a trustees' handbook which contains an extensive number of documents they will need to undertake their role as trustee, together with information and advice they need about their roles and responsibilities as a member of the board of trustees. Documents given to new trustees include a copy of the "Welcome to Governance" publication produced by the National Governors' Association (NGA) and the DFE's Governors' Handbook as well as access to policies, procedures, minutes, accounts, and budgets. New trustees are also told whom they should contact if they have any questions or concerns and are allocated a "buddy" from one of the existing trustees. All trustees become members of the NGA giving them access to the NGA website and to the NGA Learning Link offering e-learning to help them develop their governance skills and knowledge. In the current climate of the coronavirus pandemic, any induction process is completed remotely and visits to schools, face-to-face meeting with the Head Teacher/Chair and introductory meetings with staff will take place when it is agreed it is safe to do so.

A skills audit is undertaken each academic year and all trustees are invited to seek additional and appropriate training with specialist training sought for trustees with specific links to special educational needs, safeguarding and child protection.

Courses attended this year include:

	Number Attending
Leadership Development Programme for Governors	2
Ensuring Effective Governance	1
Promoting the Educational Achievement of Children in Care	1
Governors' Discipline Committee Panel Training	1
Exclusions (e-learning)	1
Safer Recruitment in Education (e-learning)	2

These courses are in addition to a number of in-house staff training sessions attended by trustees throughout the academic year on topics such as wellbeing, teaching & learning, making every lesson count, behaviour expectations, disadvantaged students, inclusive classroom and Ofsted focus as well as the annual online training undertaken by all trustees on health & safety at work, safeguarding, fire awareness and Prevent training. A trustees' workshop is normally held each year to ensure that trustees are kept up to date and are made aware of any changes and developments however, due to the coronavirus pandemic, this was unable to take place in 2019/20.

THE BURGATE SCHOOL AND SIXTH FORM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

Organisational structure

The members meet at least once a year to hold an AGM and may hold other general meetings if necessary. The AGM is normally held after the Full Board Procedural meeting in the Autumn Term.

The full board of trustees meets six times a year (once each half term). Additional meetings may be held outside the normal timetable of meetings if requisitioned or if there are matters demanding urgent consideration.

Strategic Full Board meetings are held three times during an academic year to oversee the strategic development of the school and is a forum for discussion on issues such as the strategy of the school, school vision and long term strategic planning.

Procedural Full Board meetings are held three times during an academic year to oversee the statutory business of the board of trustees. It is at this forum that any matters relating to academy admissions are approved.

Much of the trustees' work is delegated to sub-committees on which the Head Teacher also sits. Each of these committees operates to terms of reference and a scheme of delegation that have been agreed by the board of trustees and reviewed annually. The sub-committees meet to give detailed consideration to issues, take decisions within their delegated responsibilities and report back to the board of trustees. Members of the senior leadership team also attend full board and committee meetings as appropriate according to their areas of expertise and responsibility. All trustees are welcome to attend any committee meeting, even if they are not a member of a particular committee, in a non-voting capacity.

The committee structure of the board of trustees is as follows:

The Education Committee meets six times during an academic year to monitor academic performance and student progress and oversees curriculum matters, assessment procedures and pastoral issues including safeguarding. It also considers all matters relating to admissions and reviews admission arrangements, advising the full board of any changes that need to be made to ensure the school is compliant.

The Resources and Audit Committee meets six times during an academic year to ensure sound management and deployment of the academy's finances and resources, maintenance of the academy's land and premises, health and safety and oversees any matters relating to staffing, including staff welfare. The separate Audit section of the committee maintains an oversight of the trust's financial, governance, risk management and internal control systems by implementing internal scrutiny/audit arrangements that meet the requirements of the Academies Financial Handbook.

The Pay and Performance Management Committee meet to monitor the effectiveness of staff performance management and to annually determine salary progression for eligible staff (teaching and support) following performance management reviews.

The Community Partnerships Committee meets three times during an academic year to encourage positive links between the school and the local community and to oversee community use of the school's facilities. Nominated external representatives of the New Forest District Council and Fordingbridge Town Council are invited to attend.

The Head Teacher's Performance Management Committee meets at least twice during an academic year to agree annual performance targets with the Head Teacher and to monitor and review performance against these. An external advisor is appointed to support the trustees.

Additionally, there are committees which meet, as and when required, to deal with admission arrangements and trustees sit on panel as required for: student discipline/attendance, student exclusion, staff discipline, grievance, complaints (by parents) and appeals.

In addition to the above, the Head Teacher meets with the chair of trustees and the chairs of both the Education and Resources committees six times during an academic year, once every half term, to co-ordinate the work of the board of trustees and helping to set the agendas for the committees listed above.

THE BURGATE SCHOOL AND SIXTH FORM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

As part of their 'monitoring role', individual trustees are also appointed to the role of link trustee and are allocated to academic subjects within the school. Other link trustees have assumed responsibility in particular areas of school life, for example, health and safety, disadvantaged students, safeguarding, special educational needs, learning environment etc. In their role of link trustee, through pre-arranged visits that have a clear focus, trustees visit their linked departments, meet and talk with staff and report back to the Head Teacher. Any key issues are raised with the relevant committees and/or the full board. The link role enriches all trustees' understanding of their particular subject(s) and/or area(s) and governance as a whole, assists with their forward planning, identification of priorities and target setting and contributes to informed decision making as well as enhancing staff/trustee relationships.

The board of trustees delegates the day to day management and operation of the school to the Head Teacher. In order to facilitate effective operations, the Head Teacher, School Business Manager and Company Secretary have delegated authority within terms approved by the trustees for operational matters, including educational, finance and employment matters.

Whilst the Autumn Term was unaffected, trustee meetings towards the latter part of the Spring Term and the whole of the Summer Term were impacted by the coronavirus pandemic. Whilst schools were partially closed, and in line with the government's clear guidance on social distancing, the full board adapted to virtual meetings as an alternative to face-to-face meetings to ensure that governance continued to function and the board continued to carry out urgent business and make necessary decisions. All meetings held during the period of partial closure were attended by the full board including the Resources and Education Committee meetings. Aware of the enormous task that the school and its staff had in ensuring continuity of education and making the reduced provision work, the full board agreed that all non-urgent business was to be delayed and trustee business be restricted to: business critical decisions; monitoring how the school was continuing to provide care for vulnerable children and children of key workers; monitoring the wellbeing and welfare of students and staff; issues arising from remote working for staff; and the support being given to parents to help them educate their children at home.

THE BURGATE SCHOOL AND SIXTH FORM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

Arrangements for setting pay and remuneration of key management personnel

Authority for remuneration is delegated to the Pay and Performance Management Committee. This includes keeping the Pay Policy up-to date and under review and general pay rates. The full board of trustees retains responsibility for endorsing any proposed changes to the school's pay policy. Any proposed changes to the pay policy should be discussed with and communicated to the staff in writing by the Head Teacher, to allow for consultation prior to a decision being taken by the board of trustees.

Trustees and Members. Trustees and members are not remunerated except that their travel and other expenses may be reimbursed. With the exception of the Headteacher and other staff trustees who only receive remuneration in respect of services they provide undertaking such roles, under their contracts of employment, and not in respect of their services as trustees (See note 10).

Leadership Team. The pay progression of the Leadership Team (LT) is assessed by the Pay and Performance Management Committee, which also reviews the pay of other staff in the school in accordance with the Pay Policy. The Pay and Performance Management Committee considers the performance reviews of the Leadership Team and other relevant recommendations and comments by the Headteacher. The performance reviews include the performance and success criteria against objectives which are set at the start of the year.

Head Teacher. The pay progression of the Headteacher is assessed by the Pay and Performance Management Committee following a recommendation made by the Head Teacher's Performance Management Committee. The Head Teacher's Performance Management Committee consist of three trustees who perform the Head Teacher's performance review with the advice and assistance of an External Advisor. The review takes note of the performance against objectives which are set at the start of the year and include success criteria. Committee members will also have met the Head Teacher several times during the period.

The Trust does not employ any trade union officials and does not have a service agreement with the Local Authority although is aware a facility is available if required.

Trade union facility time

Relevant union officials

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

-

Full-time equivalent employee number

-

Percentage of time spent on facility time

Percentage of time

Number of employees

0%

-

1%-50%

-

51%-99%

-

100%

-

Percentage of pay bill spent on facility time

Total cost of facility time

-

Total pay bill

-

Percentage of the total pay bill spent on facility time

-

Paid trade union activities

Time spent on paid trade union activities as a percentage of total paid facility time hours

-

THE BURGATE SCHOOL AND SIXTH FORM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

Related parties and other connected charities and organisations

The Burgate School and Sixth Form enjoys close links with its feeder schools and other local schools. The school intends to continue to develop these links during the coming year through meetings with collaboration focussing on a common approach to school curriculum, school policies and systems for pupil transition.

The Head Teacher facilitates the Burgate Cluster Heads' Group, incorporating all the local feeder schools, and attends Western Hampshire Secondary Head Teachers' group meetings, the New Forest 14-19 Partnership Group and is a representative for academy schools on the Hampshire County Council's Schools' Forum.

The Burgate School and Sixth Form is a member of the Hampshire Safe alliance alongside twelve other schools and colleges across the New Forest. The aim of Hampshire Safe is to keep students safe from harm by educating and warning students about the dangers of drugs through initiatives and safeguarding advice throughout the year.

The school continues to build relationships with other schools in the local area through the SPELL Partnership and the Bitterne Park Schools' Alliance. These links provide further opportunities for both staff and students.

The school runs the local Community Partnership Committee and nominated external representatives of the New Forest District Council and Fordingbridge Town Council are invited to attend. The school's outdoor and indoor facilities are let out during non-school hours and used by the wider community on a regular basis.

THE BURGATE SCHOOL AND SIXTH FORM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

Objectives and activities

Objects and aims

The academy trust's object is specifically restricted to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing a school offering a broad and balanced curriculum.

The Burgate School and Sixth Form is a fully inclusive comprehensive school and sixth form for boys and girls aged 11-18 which aims to maintain high academic standards and individual achievement within a caring and supportive environment. It seeks to encourage personal responsibility and fulfilment so that students attain their maximum potential within an engaging and friendly environment.

The vision of The Burgate School and Sixth Form is: 'We want every child to enjoy their learning and feel valued for who they are'. It encompasses the idea that every child matters for themselves and that we can inspire them by helping to provide a learning environment where they are happy. It is a statement that looks to the future and is something that everyone working in the school is aiming for by enshrining the school's vision and values in the day to day workings and activities of the school. The school is dynamic and works with the community to prepare its students for life-long learning and independence. This ethos pervades the whole school and sixth form and is embodied in the school's motto 'Learning for Life' summarising in three words what the school is about. It is rooted in our purpose 'to provide an excellent education for any children within the local community aged between 11 and 18', embodies the aspiration of our vision and captures the pragmatism of our mission which is 'to provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought'.

Every student is different and finds their own way through school. However, there are certain ideals that we want students from the Burgate to understand and value:

- A love of learning;
- Hard work and the pursuit of excellence;
- Exploration and enquiry;
- Fairness and honesty;
- Confidence and independence; and
- Originality and creativity.

We will inspire these through our teaching, the standards we uphold, the encouragement we provide, the example we set and the school's environment.

On 18 March 2020, the Government announced that all schools would shut their gates from Friday 20 March and remain closed to the vast majority of students, as part of the country's ongoing response to the COVID-19 outbreak.

Throughout this challenging time, the school continued to maintain the education and support its students. For the most vulnerable students and those who were children of key workers, the school provided a safe setting where these students were able to carry out school work, as directed by their teachers remotely, the same as for their peers. In the afternoons, these students were able to take part in enrichment and physical activity opportunities such as rounders, table tennis, football, kitchen gardening and artistic pursuits. For those students learning from home, the school embedded systems to ensure a broad and balanced curriculum was still provided. Virtual lessons, including live lessons and tutorials via MS Teams and pre-recorded lessons using Loom presentations were all put in place. Additional laptops, tablets and wireless routers were obtained and distributed to those students most in need.

From 15 June until the end of the Summer Term, the school welcomed back students from Years 10 and 12 to provide some face to face contact with subject teachers, greater structure and offer academic support to complement the remote learning that was already in existence.

THE BURGATE SCHOOL AND SIXTH FORM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

Objectives, strategies and activities

To meet these aims, The Burgate School and Sixth Form's objectives for the year ending 31 August 2020, have been to improve educational achievement whilst continuing to provide and/or ensure:

- a broad and balanced curriculum;
- a high quality education;
- value for money for the fund expended;
- an accessible sixth form provision for the local area, which includes Hampshire, Dorset and Wiltshire;
- pastoral support, guidance and counselling;
- that economic hardship does not impinge on a child's education; and
- a safe environment.

The indicators used to assess the performance of the school by the trustees are categorised into four main areas:

- Quality of Education
- Behaviour and Attitudes
- Personal Development
- Leadership & Management

The School Improvement Plan is important in the audit, self-evaluation and revision of the school's strategic planning and development cycle and the School Improvement Plan for the next academic year has been agreed with action plans defining targets and timescales.

The COVID-19 outbreak did not impact on the school's objectives. Providing a high quality education and a broad and balanced curriculum remained the intent during the period when school was closed to the majority of students. Pastoral support, guidance and safeguarding remained amongst the highest of priorities with Heads of Year and Tutors remaining in constant touch with their students. The Wellbeing Team were in regular contact to do welfare checks with vulnerable students and the arrangements in place for keeping in touch with vulnerable students, particularly those not attending school, was reported weekly to Hampshire, Wiltshire and Dorset local authorities. Normal safeguarding protocols were applied and the link trustee for safeguarding was in contact with the school's Designated Safeguarding Lead.

THE BURGATE SCHOOL AND SIXTH FORM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

Public benefit

In setting our objectives and planning our activities, the Trustees have given careful consideration to the Charity Commission's guidance on Public benefit.

The School offers considerable public benefit through its role as a provider of education and the links it has developed within the local community.

In November, the school held a careers fair which was open to both students and the wider community to attend. The fair proved to be a huge success with over 60 businesses, organisations and training providers exhibiting.

The School's buildings, sports hall, drama studio, all weather pitch and other sports pitches normally available for public use outside school hours were not available whilst the school was closed to the majority of its students. However, in August, following the end of the Summer Term, the school was able to open up again to allow one or two lettings to proceed in line with the guidelines in place.

The School works closely with local primary schools. Annually, a number of specially planned taster days for Year 5 pupils are held to allow pupils to experience a secondary school environment and lessons and an Induction Day for Year 6 pupils, alongside a Year 6 Headstart course, is run to build the confidence of the pupils in Year 6 who will be joining the School in September, to help familiarise them with their new school environment and to ease their transition to secondary education. These were unable to go ahead this year but the school posted a series of videos on its website for its new Year 7 students to support them virtually, alongside a host of transition materials such as an induction booklet to advise and reassure both parents and students that all preparations were being made to welcome them in September. Year 7 were given two induction days at the start of the new academic year (2020/21) to allow them time to settle into their new surroundings before the rest of the school returned.

The School's Sports Coordinator and PE Department also work with a wide number of primary schools to provide coaching and teaching and a number of events are usually organised during the year for primary aged children including Cross-Country races, coaching workshops in hockey and girls' football, football tournaments and multi-skills festivals where pupils take part in a variety of different activities, all based around key skills such as throwing, running, catching and jumping. These too were unable to be held this year but it is hoped that they will be able to return in the next academic year.

We regularly provide opportunities for various groups within our wider community. Whilst this year has meant a curtailment of such opportunities, we were still able to hold the traditional Christmas Community lunch for senior members of our local community. Year 8 students assisted on the day, with music provided by the school choir and other solo instrumentalists.

THE BURGATE SCHOOL AND SIXTH FORM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

Strategic report

Achievements and performance

The school converted to an academy on 1 May 2011.

In the school census October 2019, there were 981 (2018-2019: 973) students on roll, including 226 (2018-2019: 219) in the sixth form.

Following the partial school closure, schools nationally were asked to produce calculated grades based on work students had undertaken in class, assessment, mock exams and homework over the duration of their courses. Departments were then asked to rank order the students within the grades awarded. These calculated grades were produced using a robust and rigorous procedure that was consistently applied across all departments. The procedure was available for trustees to view and interrogate.

Results were then double checked by the Leadership Team and any anomalies were a point of discussion with HoDs. The calculated grades were then submitted to the exam boards by the deadline for moderation. Following a government decision, the moderation process was abandoned and all students nationally were awarded their calculated grades for both A level and GCSE. This resulted in a substantial increase in higher grades being awarded nationally. As a school our results, whilst marginally higher than last academic year, were largely in line with our previous performance (as requested by Ofqual at the start of the process).

Over 1000 grades were issued to students and the school lodged an appeal on two grades only where a student had requested we did so, which was upheld. In line with other schools nationally and with the DfE themselves The Burgate is not publishing its exam results for 2019/2020.

The school attendance of students in 2019-20 was impacted during the Covid period from 'Lockdown' to the end of the school year when only certain groups of children attended in line with Department for Education guidance. Therefore, attendance for the year will not be comparable with previous years. However, The Burgate continued to have excellent attendance up to the point of partial school closure, which is a reflection of the robust systems in place and how staff work closely with students and parents to ensure attendance is closely monitored.

Pastoral leadership of the school remains strong with the school placing real and significant importance on ensuring the learning environment is safe and encouraging as well as exciting and challenging. The school's open culture actively promotes all aspects of student welfare and our student wellbeing team is well resourced and trained, with highly qualified, experienced and specialist members of the pastoral team who work collaboratively with young people, and their family to support everyday emotional needs. There is an in-school counsellor, who offers confidential support and advice to individuals as well as working with small groups of students to address self-esteem and low mood, developing sound self-help and long term coping strategies. The school also links up with organisations and services such as the Salvation Army who regularly come into school to meet with individuals or groups of students.

Whilst schools were partially closed, good communication between home and school was maintained. Students were encouraged to maintain contact with their tutor at least once a week through email or MS Teams chat and the Wellbeing team created an online wellbeing hub signposting parents to agencies and services to help support with managing anxieties and worries, online safety, strategies for home learning and targeted curriculum support. At the end of the Summer Term, tutors and head of years contacted all students and parents to hold a pastoral review and give an opportunity to share any concerns about the new term in September.

THE BURGATE SCHOOL AND SIXTH FORM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

Key performance indicators

The main financial performance indicator is the level of reserves held at the Balance Sheet date:

	2020	2019
	£	£
Restricted Fixed Asset Fund	14,446,000	14,696,309
Restricted General Funds	245,908	238,661
Unrestricted Fund	109,267	104,203
Pension Deficit	(1,720,000)	(1,382,000)

As funding is based on pupil numbers this is also a key performance indicator. Pupil numbers for October Census 2019 were 981, an increase of 0.8% over the October Census 2018. The number on roll is expected to continue to increase in future years due to local housing developments and the school's improved Ofsted rating in its most recent inspection in May 2019. Due to increased demand during the main round of admissions for Year 7 places for 2020/21, the school was over-subscribed and trustees took the decision to go over the planned admission number of 160 for the Year 7 cohort for 2020/21, allowing a seven form entry thereby accepting all pupils whose parents had put the school down as their first choice.

Following a full and lengthy consultation on the model for Hampshire schools funding for 2020/21 at Schools Forum, during which the local authority was rigorously challenged by forum members, it was ultimately agreed by the forum's school representatives that secondary schools in Hampshire should receive £5,000 per pupil, in alignment with the National Funding Formula which seeks to apply a minimum per funding level for all pupils. This has resulted in fairer funding for the students of this school.

	Actual 2020	Actual 2019
Pupil to teacher ratio	16.53:1	16.22:1
Teaching to non-teaching staff ratio	1.60:1	1.54:1
Student attendance % (to 20 March 2020)	95.49%	95.61%
Total income per pupil	£5,415	£5,487
Total grant income per pupil	£4,576	£4,640
Staff costs per pupil	£4,513	£4,440
Total costs per pupil	£5,854	£5,526

THE BURGATE SCHOOL AND SIXTH FORM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

Achievements and Performance

The closure of the school to the majority of its students from 20 March 2020 and the ongoing COVID-19 outbreak has had a significant impact on the vast number of extra-curricular activities and opportunities which would normally have been available to our students in a school year, enriching the teaching of the curriculum. A large number of trips and visits, organised locally, further afield and abroad had to be cancelled. This included: trips to the theatre, a trip to Berlin for GCSE History students, a GCSE Geography trip to Morocco as well as the school's annual Creative Arts Evening which displays a wide variety of exhibitions, performances and work from across all the Creative Arts disciplines. The school's Enrichment Week held every year for Years 7 to 9 in July when every department offers an activity that goes beyond the 'normal' curriculum was also cancelled as was the week of work experience normally undertaken by Year 10 and Year 12 students in July.

Despite this, the Autumn Term and beginning of the Spring Term allowed students to have the opportunity to take part in a range of extra-curricular opportunities organised by many departments.

An aim of the school is to involve even more students in extra-curricular activities and there is an extensive offer of lunchtime and after-school activities and clubs ranging from Art & Design to Amnesty International and session band to STEM Club. There are also regular sports practices and fixtures from netball to golf, football and rugby football union coaching for boys and girls.

In careers, the School held a Careers Fair in November which allowed students from across all year groups to meet with over 60 exhibitors including colleges, employers and other training providers. All sectors were well represented giving students the chance to have discussions about future subject choices and careers paths. Year 9 students participated in an 'Employability Day' run by Young Enterprise who ran a number of various employability activities teaching students about transferable skills, cost of living and how to make a good first impression at interview. Year 10 students took part in a mock interview process, with the help of the local Rotary Club, in which they applied for a fictitious job and experienced the rigours of a real interview with local business leaders. Girls in Year 9 and Year 10 took part in an exciting careers opportunity attending a Data Launch event at BBC Broadcasting House run by Women in Data, a community that aims to encourage, equip and develop women working in the data industry.

The school's culture of critical thinking, debating and public speaking continues to thrive with our Sixth Form Debating Team being crowned champions in the highly prestigious Debating Matters 2020 competition. We have a thriving gifted and talented programme and students attended the Gifted and Talented Student Conference in Oxford designed to develop and challenge students' critical thinking skills.

We have an active Main School and Sixth Form Council, elected and run by students, who are empowered to make recommendations and implement action plans to help enrich the school community. The School's Eco Team is working to reduce, recycle and reuse and to increase environmental awareness amongst all our students, both in school and in the wider community. Having achieved the Eco-Schools Bronze Award, the team are now eager to progress towards the Silver Award. Eco Leaders also represented the school at The BIG sustainability Expo in Southampton in October.

Performing Arts are an important part of the ethos at The Burgate. Whilst preparations for the next school production 'School of Rock' have temporarily been put on hold, music remains strong across the school. There is an Upper School Choir, a Lower School Choir, an Orchestra and a Big Band. Approximately 120 students have individual instrumental and vocal lessons.

Students continue to have the opportunity to take part in the Duke of Edinburgh Award Scheme which allows students to develop their leadership skills, learn to work with others and volunteer in their local community. In 2019/20 the highest number of students in the school's history signed up for both the Bronze and Silver Awards. However, in line with school closures the delivery of the training was suspended and the scheduled expeditions postponed.

THE BURGATE SCHOOL AND SIXTH FORM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

Other trips included Year 7 students enjoying their whole group team building trip to Avon Tyrrell Activity Centre, Politics students visiting the Houses of Parliament and Supreme Court in London, sixth form students attending conferences in Modern Foreign Languages, Sociology, Criminology and Amnesty International Human Rights. A group of Year 8 students enjoyed a day of awe-inspiring STEM activities as part of the Faraday Challenge Day and students in Years 10, 11 and 12 took part in the Fleet Air Arm BAE Challenges. Year 12 Physics students were given the opportunity to visit the world-renowned CERN particle physics research facility in Geneva. There was a sixth form trip to the Auschwitz Concentration Camp to enhance students' knowledge and raise awareness of the impact of the Holocaust and four students went on a First World War Centenary Battlefield Tours Programme, a government-funded initiative. In Music, students studying GCSE and A Level went to the Lighthouse in Poole to watch a performance of a range of classical music performed by the Bournemouth Symphony Orchestra. Geography field trips went to Slapton Sands and Boscombe Beach.

In English and Drama there were trips to The Mayflower Theatre to see *An Inspector's Calls* and *Les Misérables*. GCSE and A Level students went on a study trip to Madrid as part of an immersive Spanish experience and visited the University of Southampton's "Day of the Dead" exhibition to deepen cultural knowledge and meet other students studying Spanish. Art & Design students in the sixth form visited Roche Court for a tour of the Sculpture Park and its exhibition. GCSE PE students visited Bath University to be inspired and enthused and to see the opportunities available in the future. Students in Years 11, 12 and 13 met with admissions officers and representatives from Oxford and Cambridge to discuss informally the application, selection process and student life at both Universities. A group of Year 11 and 12 students visited Bournemouth University for the BBC Young Reporter "Real News Project". In the Sixth Form, Safe Drive Stay Alive and Safe Date workshops were delivered.

Throughout the partial school closure, the Art & Design team set students and staff daily creative art challenges. As a consequence, fantastic art, photography and film projects were completed, recipes tried and tested and stories and poems written. Many of these were regularly shared on the school's Burgate Artists webpage as well as the school's wellbeing hub and its social media pages.

Going concern

The trustees assess whether the use of going concern is appropriate, i.e. whether there are any material uncertainties related to events or conditions that might cast significant doubt on the ability of the charitable company to continue as a going concern. The trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the accounts. The budget for 2020/2021 shows an in year deficit and the action being taken to restore this position is, wherever possible, not to replace staff leavers or replacing with lower cost teachers or support staff; keeping expenditure static or reduced; seeking revenue from other sources; using reserves to cover deficit. Our budget for 2021/22 onwards currently shows an improving position, based on expectations of an increasing number on roll and improving government funding per-student. However, close monitoring of these assumptions will be essential to maintain this positive position.

Therefore, the academy trust has a reasonable expectation that they will have adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis of accounting in preparing the accounts.

Financial review

The Academy's financial position demonstrates total income of £5,312,552 (2019: £5,422,766) made up from activities for generating funds of £309,258 (2019: £547,934), investment income of £685 (2019: £1,167), incoming resources from Academy activities of £5,002,609 (2019: £4,873,665), with an overall revenue gain at the 31 August 2020 of £12,308 (2019: deficit of £52,966).

The reserves will be utilised for continuous improvements, projects and for the repair and replacement of educational equipment and materials. Reserves will also be allocated to the repair, replacement and updating of the school's building, its plant equipment and contents.

A strategic capital plan is prepared and reviewed each year by the governors in order that reserves can be prioritised and spent according to the needs of the School.

THE BURGATE SCHOOL AND SIXTH FORM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

The principal financial management policies adopted in the year are:

- conducting regular financial reviews of income and expenditure versus planned budgets at the Trustees' Resources and Audit Committee meetings;
- consideration as to whether the financial income demonstrates a robust and stable position enabling the provision of sufficient quality resources to fulfil the school's educational obligations.

Reserves carried forward at 31 August 2020 will be utilised as part of the medium and long term plans of the school to improve and update its educational resources, materials and equipment, and additionally provide a continuous improvement plan to maintain and repair the site and facilities.

Reserves policy

Trustees regularly review the finances, budgets and spend against budgets as part of the effective stewardship of the academy.

As of the 31st August 2020 the school had a deficit restricted balance of £1,474,092. It recognises significant pension fund deficit for the Local Government Pension Scheme, and as this is included within the restricted funds the overall position becomes a deficit. However, this does not mean that an immediate liability for this amount crystallises.

The restricted and unrestricted reserves balance is £355,175 (2019: £342,864).

The academy aims to build on its reserves for a number of purposes, including funding current and future spending on fixed assets, financing the academy's working capital and providing contingency against the risks and uncertainties in running an academy. The trustees' policy is to hold sufficient reserves to cover these requirements and to spend any surpluses generated by the school on improving its facilities.

Investment policy

The Academy aims to manage its cash balances to provide for the day-to-day working capital requirements of its operations, whilst protecting the real long term value of any surplus cash balances against inflation. In addition, the academy aims to invest surplus cash funds to optimise returns, but ensuring the investment instruments are such that there is no tangible risk to the loss of these cash funds. The academy does not consider the investment of surplus funds as a primary activity, rather it is the result of good stewardship as and when circumstances allow.

Purposes:

- To ensure adequate cash balances are maintained in the current account to cover day to day working capital balances.
- To ensure there is no tangible risk of loss in the capital value of any cash funds invested.
- To protect the capital value of any invested funds against inflation.
- To optimise returns on invested funds.

THE BURGATE SCHOOL AND SIXTH FORM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

Principal risks and uncertainties

The Trustees are responsible for identifying risks faced by the Academy, establishing procedure to mitigate these risks and ensuring that all employees are aware of these procedures.

The trustees have implemented a system to assess risks that the academy faces, especially in the operational areas (e.g. in relation to teaching, health and safety and trips) and in relation to the control of its finances.

The Academy has a formal risk management process to assess business risks and to implement risk management strategies. The process involves identifying the types of risk the academy faces, scoring and, prioritising the risks in terms of their potential operational and financial impact, assessing the likelihood of their occurrence and identifying means of mitigating the risks. A Risk Register including the financial risks to the academy is maintained and reviewed on a regular basis.

The Trustees have assessed the major risks to which the academy is exposed, in particular those relating to its finances, teaching, facilities and other operational areas. The trustees have implemented a number of systems to assess and minimise those risks, including internal controls described elsewhere. Where significant financial risk still remains they have ensured that they have adequate insurance cover.

The Trustees examine the financial health of the academy formally every term, reviewing performance against budgets and overall expenditure by means of regular update reports at board of trustees and Resources committee meetings. The trustees also regularly review cash flow forecasts and ensure sufficient funds are held to cover all known and anticipated commitments.

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

The Board of Trustees recognises that the defined benefit scheme deficit (Local Government Pension Scheme), which is set out in note 20 to the Financial Statements, represents a significant potential liability. However, as the trustees consider the academy is able to meet its known annual contribution commitments for the foreseeable future, the risk from this liability is minimised.

THE BURGATE SCHOOL AND SIXTH FORM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

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

Financial - The Academy has considerable reliance on continued government funding through the ESFA. In the year £5,002,609 of the Academy's incoming resources were ultimately government funded and, whilst this level is expected to continue, there is no assurance that government policy or practice will remain the same or that public funding will continue at the same levels or on the same terms.

Failures in governance and/or management - The risk in this area arises from potential failure to effectively manage the academy's finances, internal controls, compliance with regulations and legislation, statutory returns, etc. The trustees continue to review and ensure that appropriate measures are in place to mitigate these risks.

Reputational - The continuing success of the academy is dependent on its ability to attract applicants in sufficient numbers by maintaining the highest educational standards. To mitigate this risk the trustees ensure that student success and achievement are closely monitored and reviewed.

Safeguarding and child protection - The trustees continue to ensure that the highest standards are maintained in the selection and monitoring of staff and the implementation of the school's child protection, health and safety and disciplinary policies and procedures. Members of staff take part in whole school training sessions in safeguarding and child protection.

Staffing - The success of the academy is reliant on the quality of its staff and so the trustees monitor and review the relevant school policies and procedures to ensure the continued quality of staff development and training.

Fraud and mismanagement of funds - The academy has appointed a Responsible Officer to carry out checks on its financial systems and records as required by the Academy Financial Handbook. All finance staff receive training to keep them up to date with financial practice requirements and develop their skills in this area.

The coronavirus pandemic has resulted in dramatic changes and uncertainties to the education sector and will continue to impact the school through higher costs associated with: health and safety, staffing absences (due to the virus), logistical organisation to achieve social/group distancing and through the necessity to close any educational gaps in learning.

THE BURGATE SCHOOL AND SIXTH FORM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

Fundraising

The Parent Teacher Student Association (PTSA) continues to actively support the academy with the aim of 'enriching the school community' and are proud sponsors of the annual Burgate's Got Talent event as well as the Creative Arts Evening, both of which were unfortunately unable to take place this year. They also help to fund school initiatives as well as numerous other essential items that the school and students would otherwise not benefit from. During lockdown, the PTSA was still able to host a virtual quiz night in May.

As part of its work within the community, the academy and its students undertake fundraising activities, for example, through cake sales, coffee mornings, non-uniform days, charity walks, shoe boxes for Christmas appeal and sporting activities such as staff versus sixth form netball matches. The academy raises funds in order to make donations to local and national charities and to support its own operations. The academy undertakes all such activities itself, with the help of its students and their families. In relation to fundraising, the academy is open and accountable and follows the guidance to trustees' duties produced by the Charity Commission.

The ability to fundraise in 2019/20 has been impacted due to the partial closure of the school however, the academy and its students were able to support national fundraising events such as Christmas Jumper Day and fundraised for charities including Air Ambulance, Army Benevolent Fund and NSPCC.

The trustees confirm that:

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

Plans for future periods

There is a need to protect the educational provision of the academy against continuing financial pressure. Forecasting strategies are in place and the guaranteed minimum funding of £5,000 per student will enable the academy to receive a level of fair funding in line with all other secondary schools. However, schools in England still face financial challenges ahead.

In 2019/20 the school submitted two Condition Improvement Fund capital bids for the 2020/21 round to refurbish toilet and changing rooms (£631,136.72) due to their poor condition and compliance related concerns and to replace and upgrade existing heating installation and pipework where it is life expired and not fit for purpose (£1,310,528.34). Initially, both bids missed the required threshold in the June announcement but additional funding was made available for the 2020/21 round and the heating replacement bid (£1,310,528.34) was subsequently approved in-principle. Final approval and releases of funds is subject to additional DfE scrutiny.

THE BURGATE SCHOOL AND SIXTH FORM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

The trustees have agreed to sell approximately 1.5 acres (0.6 hectares) of land that is currently owned by the school to local developers for inclusion within their local housing development. The land in question will be designated as open green space, as negotiated with the developers. The land to be disposed is currently not used and the school does not foresee any future need for its use. In its assessment, the school formally calculated its playing field area in accordance with government defined criteria, taking into account the needs of other schools within a mile radius. The assessment concluded that the school will still have significantly more playing field area than is required for its size and the number of students it currently has on roll or can reasonably anticipate to have, even after the disposal of 1.5 acres. There will therefore be no impact on the provision of the school's sports curriculum nor on the local community's use of the school playing fields for out-of-school-hours use. Following a six week consultation period with all stakeholders, the full board of trustees, having considered all comments received, agreed to proceed with the sale and submitted an application to the Education and Skills Funding Agency for disposal of the proposed area of land. On 10 January the school received confirmation that the Secretary of State's consent to dispose of the land had been given under the Academies Financial handbook and the trust's Funding Agreement on condition that the capital receipt will be reinvested in a project to improve the school's internal sports provision. The trust have confirmed acceptance of this and will comply with the condition. In October 2020, the trust completed exchange of the option agreement with the local developers.

The academy is proud of its links with the local community and plans to continue these and enhance links where possible. The academy will continue to work with partner schools to improve the educational opportunities for students in the wider community.

Whole school objectives and plans for the academic year 2020-21 year include:

- Provide an appropriately rich curriculum that develops students' understanding, curiosity and enjoyment.
- The quality of teaching is of a consistently high standard across the school and sixth form.
- More able students achieve outcomes in line with or exceeding expectations.
- Reinforce The Burgate expectations across all aspects and areas of the school.
- Improve the attendance of persistently absent students.
- Ensure an environment where students feel safe through the actions of all staff.
- Improve the participation of all students in wider curricular enrichment to enhance their cultural capital.
- Strengthen the character of our students, develop their empathy and encourage flexibility of thought.
- Improve student awareness of how they can lead increasingly positive and healthy lives.
- Engagement with improvement plans will drive outcomes that are consistently at or above expectation.
- Improve the whole school CPD programme for all staff.
- Improve the school's interaction with parents and the wider community in a way that enhances the education we provide.

As a result of the partial school closure, any learning gaps, due to the lost or misunderstood learning, will need to be identified and addressed. This will be reflected in the School Improvement Plan for 2020-21 with two new objectives:

- Ensure educational gaps in all students' learning caused by partial school closure have been identified and addressed.
- Actively encourage attendance and engagement in school life for all students post the partial school closure.

Funds held as custodian trustee on behalf of others

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

THE BURGATE SCHOOL AND SIXTH FORM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

Auditor

In so far as the trustees are aware:

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

A resolution proposing that Moore (South) LLP be reappointed as auditor of the charitable company will be put to the members.

The trustees' report, incorporating a strategic report, was approved by order of the Board of Trustees, as the Company Directors, on 10 December 2020 and signed on its behalf by:



Mr A Cooper

Chair of Trustees from 12.12.19

THE BURGATE SCHOOL AND SIXTH FORM

GOVERNANCE STATEMENT

FOR THE YEAR ENDED 31 AUGUST 2020

Scope of responsibility

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

The Board of Trustees has delegated the day-to-day responsibility to the Head Teacher, 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 The Burgate School and Sixth Form and the Secretary of State for Education. They are also responsible for reporting to the Board of Trustees any material weaknesses or breakdowns in internal control.

Governance

The information on governance included here supplements that described in the Trustees' Report and in the Statement of Trustees' Responsibilities. The Board of Trustees formally met 10 times during the academic year 2019/20. Due to the impact of the coronavirus pandemic and in line with the government's clear guidance on social distancing, the full board adapted to virtual meetings as an alternative to face-to-face meetings to ensure that governance continued to function and the board continued to carry out urgent business and make necessary decisions. Six of the meetings attended by the full board were held virtually through MS Teams. All meetings held during the period of partial closure were attended by the full board including the last Resources and Education Committee meetings of the academic year. As of 31 August 2020 the Board of Trustees consisted of 12 Trustees/Members. Attendance during the year at meetings of the Full Board of Trustees was as follows:

Trustees	Meetings attended	Out of possible
Mrs J Hair (Chair of Trustees to 12.12.19)	10	10
Mr D Pover (Headteacher)	10	10
Mr A Cooper (Chair of Trustees from 12.12.19)	10	10
Mrs W Gregoire (SEND Trustee)	10	10
Mr N Griffiths	10	10
Mrs J Newbigging (Vice Chair of Trustees from 12.12.19)	7	10
Mr I Newman	6	10
Ms A Born	8	10
Mrs S E Firino (Staff Trustee) (Resigned 23 January 2020)	3	4
Mr D J Millar	10	10
Dr R Wagland	6	10
Mrs S Hughes (Appointed 12 December 2019)	8	9
Ms C Connolly (Staff Trustee) (Appointed 9 March 2020)	7	7

THE BURGATE SCHOOL AND SIXTH FORM

GOVERNANCE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

The Resources & Audit Committee is a sub-committee of the Board of Trustees. Its purpose is to:

Oversee the financial management of the School and to monitor and report on the School's budget throughout the year, ensure maintenance of the Academy's land and premises and oversee any matters relating to health and safety and staffing. As part of its audit responsibilities, the committee maintains an oversight of the trust's financial, governance, risk management and internal control systems.

Due to the coronavirus pandemic, the Resources & Audit Committee formally met four times during the academic year 2019/20. The committee would normally meet six times. Attendance at meetings in the year was as follows:

Trustees	Meetings attended	Out of possible
Ms A Born (Committee Chair from 12.12.19)	4	4
Mr A Cooper (Committee Chair until 12.12.19)	4	4
Miss C Connolly (Staff Trustee) (Joined 09.03.20)	1	1
Mrs S Hughes (Joined 12.12.19)	1	2
Mr N Griffiths	4	4
Mr D Millar	3	4
Mr D Pover (Headteacher)	4	4

Review of value for money

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

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

- Staff replacement is managed carefully, this enables the School to maintain good numbers of quality staff in all departments within budget;
- Careful analysis and review of general expenditure has enabled a number of significant savings to be made;
- Utilising benchmarking to ensure companies are competitive and offer good and reliable services;
- Maintain close community links; and
- Benchmarking other bought in services, such as energy providers, in order to deliver improved services at value for money.

The purpose of the system of internal control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of academy 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 The Burgate School And Sixth Form for the period 1 September 2019 to 31 August 2020 and up to the date of approval of the Annual Report and accounts. This process is regularly review by the Board of Trustees.

THE BURGATE SCHOOL AND SIXTH FORM

GOVERNANCE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

Capacity to handle risk

The board of trustees 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 board of trustees 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 period 1 September 2019 to 31 August 2020 and up to the date of approval of the annual report and accounts. This process is regularly reviewed by the board of trustees.

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 Resources & Audit Committee and Board of Trustees;
- regular reviews by the Resources & Audit Committee of reports which indicate financial performance against the forecasts and of major purchase plans, capital works and expenditure programmes;
- setting targets to measure financial and other performance;
- clearly defined purchasing (asset purchase or capital investment) guidelines;
- delegation of authority and segregation of duties; and
- identification and management of risks.

The Board of Trustees has considered the need for a specific internal audit function and has decided not to appoint an internal auditor. In March 2019, the Academy Trust engaged The Accounting & Budget Support Team at Wiltshire County Council to provide a financial controls assurance service. Their plan and scope of visits include, amongst other areas:

- Payroll
- Purchasing
- Income
- Banking and Bank Reconciliation
- Budget Planning
- Risk Register
- Fixed Assets

The RO's role includes giving advice on financial matters and performing a range of checks on the Academy Trust's financial and other systems. In particular, the checks carried out in the current period were:

- Income processing & lettings
- Website: Register of business interests
- Compliance with funding criteria

The RO is required to report to the Resources & Audit Committee following each visit on the operation of the systems of control and on the discharge of the Board of Trustees' financial responsibilities and annually prepares an annual summary report to the committee outlining the areas reviewed, key findings, recommendations and conclusions to help the committee consider actions and assess year on year progress.

THE BURGATE SCHOOL AND SIXTH FORM

GOVERNANCE STATEMENT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

November 2019 - This visit was carried out to evaluate whether the processes for recording income, banking monies and the associated systems at the academy and their inherent controls are operating as laid down by The Academies Financial Handbook 2019.

The school makes use of spreadsheets and Corero financial system for recording and reconciling income. As such, the processes provide for transparent and auditable transactions and the reconciliation procedures minimise the opportunity for errors going undetected.

No high or medium risk issues were highlighted at this visit.

February 2020 - This visit was carried out in accordance with the Academies Financial Handbook, to evaluate whether the financial transactions at the school are properly processed and controls are operating as laid down by the governing body.

Areas covered to confirm the operation of the main financial systems were:

- Statutory information required on the academy website by law
- Review of The Management letter
- Register of Business interest
- Bank reconciliation and review of online banking

No high risk or medium risk issues were highlighted at this visit.

September 2020 (original Scheduled for June but delayed because of pandemic) - This visit was carried out in accordance with the Academies Financial Handbook Section 3.14, to evaluate whether the information submitted to the Department for Education (DfE) and ESFA that affects funding, including pupil number returns and funding claims (for both revenue and capital grants) completed by the trust and (for MATs) by constituent academies, is accurate and in compliance with funding criteria.

No issues were highlighted at this visit.

Review of effectiveness

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

- the work of the responsible officer;
- the work of the external auditor;
- the work of the Academy Business Manager who has responsibility for the development and maintenance of the internal control framework.

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

Approved by order of the board of trustees on 10 December 2020 and signed on its behalf by:



Mr D Pover
Headteacher



Mr A Cooper
Chair of Trustees from 12.12.19

THE BURGATE SCHOOL AND SIXTH FORM

STATEMENT OF REGULARITY, PROPRIETY AND COMPLIANCE FOR THE YEAR ENDED 31 AUGUST 2020

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

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

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



Mr D Pover
Accounting Officer

10 December 2020

THE BURGATE SCHOOL AND SIXTH FORM

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 AUGUST 2020

The trustees (who are also the directors of The Burgate School and Sixth Form for the purposes of company law) are responsible for preparing the trustees' report and the accounts in accordance with the Academies Accounts Direction 2019 to 2020 published by the Education and Skills Funding Agency, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare accounts for each financial year. Under company law, the trustees must not approve the accounts 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 accounts, the trustees are required to:

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

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

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

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

Approved by order of the members of the board of trustees on 10 December 2020 and signed on its behalf by:



Mr A Cooper

Chair of Trustees from 12.12.19

THE BURGATE SCHOOL AND SIXTH FORM

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE BURGATE SCHOOL AND SIXTH FORM

FOR THE YEAR ENDED 31 AUGUST 2020

Opinion

We have audited the accounts of The Burgate School and Sixth Form for the year ended 31 August 2020 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the accounts, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice), the Charities SORP 2019 and the Academies Accounts Direction 2019 to 2020 issued by the Education and Skills Funding Agency.

In our opinion the accounts:

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

Basis for opinion

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

Conclusions relating to going concern

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

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

Other information

The trustees are responsible for the other information, which comprises the information included in the annual report other than the accounts and our auditor's report thereon. Other information includes the trustees' report (incorporating the strategic report and directors' report) the governance statement and the statement of regularity, propriety and compliance. Our opinion on the accounts does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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

We have nothing to report in this regard.

THE BURGATE SCHOOL AND SIXTH FORM

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE BURGATE SCHOOL AND SIXTH FORM (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report including the incorporated strategic report and directors' report for the financial year for which the accounts are prepared is consistent with the accounts; and
- the trustees' report including the incorporated strategic report and directors' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the academy trust and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report or directors' report, including the incorporated strategic report.

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

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

Responsibilities of trustees

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

In preparing the accounts, the trustees are responsible for assessing the academy trust's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the academy trust, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the accounts

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

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

THE BURGATE SCHOOL AND SIXTH FORM

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE BURGATE SCHOOL AND SIXTH FORM (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

Use of our report

This report is made solely to the academy trust's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the academy trust's members 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 academy trust and the academy trust's members as a body, for our audit work, for this report, or for the opinions we have formed.



Esme Shakeshaft (Senior Statutory Auditor)
for and on behalf of Moore (South) LLP

16th Dec 2020

Chartered Accountants
Statutory Auditor

33 The Clarendon Centre
Salisbury Business Park
Dairy Meadow Lane
Salisbury
Wiltshire
SP1 2TJ

THE BURGATE SCHOOL AND SIXTH FORM

INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO THE BURGATE SCHOOL AND SIXTH FORM AND THE EDUCATION AND SKILLS FUNDING AGENCY

FOR THE YEAR ENDED 31 AUGUST 2020

In accordance with the terms of our engagement letter dated 29 August 2019 and further to the requirements of the Education and Skills Funding Agency (ESFA) as included in the Academies Accounts Direction 2019 to 2020, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by The Burgate School and Sixth Form during the period 1 September 2019 to 31 August 2020 have been applied to the purposes identified by Parliament and the financial transactions conform to the authorities which govern them.

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

Respective responsibilities of The Burgate School and Sixth Form's accounting officer and the reporting accountant

The accounting officer is responsible, under the requirements of The Burgate School and Sixth Form's funding agreement with the Secretary of State for Education dated 7 April 2011 and the Academies Financial Handbook, extant from 1 September 2019, for ensuring that expenditure disbursed and income received is applied for the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

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

Approach

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

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

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

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

The work undertaken to draw to our conclusion includes:

- consideration of the evidence supporting the accounting officer's statement on regularity, propriety and compliance;
- analytical procedures on the general activities of the academy trust;
- a review of minutes of committees and board meetings which may be relevant to regularity;
- consideration of discussions with key personnel including the accounting officer and governing body;
- tests of control have been carried out on a control activity which are relevant to regularity;
- substantive testing of individual transactions.

THE BURGATE SCHOOL AND SIXTH FORM

INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO THE BURGATE SCHOOL AND SIXTH FORM AND THE EDUCATION AND SKILLS FUNDING AGENCY (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

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 period 1 September 2019 to 31 August 2020 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

Moore South LLP

Reporting Accountant

Moore (South) LLP
33 The Clarendon Centre
Salisbury Business Park
Dairy Meadow Lane
Salisbury
Wiltshire
SP1 2TJ

Dated: *16 Dec 2020*

THE BURGATE SCHOOL AND SIXTH FORM

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2020

	Notes	Unrestricted funds £	Restricted funds: General £ Fixed asset £	Total 2020 £	Total 2019 £
Income and endowments from:					
Donations and capital grants	3	-	-	21,601	83,861
Charitable activities:					
- Funding for educational operations	4	-	4,981,008	4,981,008	4,789,804
Other trading activities	5	242,343	66,915	309,258	547,934
Investments	6	685	-	685	1,167
Total		243,028	5,047,923	5,312,552	5,422,766
Expenditure on:					
Charitable activities:					
- Educational operations	8	237,964	5,184,052	5,742,550	5,853,721
Total	7	237,964	5,184,052	5,742,550	5,853,721
Net income/(expenditure)		5,064	(136,129)	(429,998)	(430,955)
Transfers between funds	18	-	(48,624)	-	-
Other recognised gains/(losses)					
Actuarial losses on defined benefit pension schemes	20	-	(146,000)	(146,000)	(405,000)
Net movement in funds		5,064	(330,753)	(575,998)	(835,955)
Reconciliation of funds					
Total funds brought forward		104,203	(1,143,339)	14,696,309	13,657,173
Total funds carried forward		109,267	(1,474,092)	14,446,000	13,081,175

THE BURGATE SCHOOL AND SIXTH FORM

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2020

Comparative year information Year ended 31 August 2019	Notes	Unrestricted funds £	Restricted funds: General	Fixed asset £	Total 2019 £
Income and endowments from:					
Donations and capital grants	3	-	-	83,861	83,861
Charitable activities:					
- Funding for educational operations	4	-	4,789,804	-	4,789,804
Other trading activities	5	485,218	62,716	-	547,934
Investments	6	1,167	-	-	1,167
Total		486,385	4,852,520	83,861	5,422,766
Expenditure on:					
Charitable activities:					
- Educational operations	8	466,360	5,072,380	314,981	5,853,721
Total	7	466,360	5,072,380	314,981	5,853,721
Net income/(expenditure)		20,025	(219,860)	(231,120)	(430,955)
Transfers between funds	18	-	(45,131)	45,131	-
Other recognised gains/(losses)					
Actuarial losses on defined benefit pension schemes	20	-	(405,000)	-	(405,000)
Net movement in funds		20,025	(669,991)	(185,989)	(835,955)
Reconciliation of funds					
Total funds brought forward		84,178	(473,348)	14,882,298	14,493,128
Total funds carried forward		104,203	(1,143,339)	14,696,309	13,657,173

THE BURGATE SCHOOL AND SIXTH FORM

BALANCE SHEET

AS AT 31 AUGUST 2020

	Notes	2020 £	£	2019 £	£
Fixed assets					
Tangible assets	12		14,484,292		14,710,129
Current assets					
Stocks	13	6,353		2,584	
Debtors	14	95,171		146,838	
Cash at bank and in hand		655,491		566,219	
		757,015		715,641	
Current liabilities					
Creditors: amounts falling due within one year	15	(387,906)		(330,019)	
Net current assets			369,109		385,622
Total assets less current liabilities			14,853,401		15,095,751
Creditors: amounts falling due after more than one year	16		(52,226)		(56,578)
Net assets before defined benefit pension scheme liability			14,801,175		15,039,173
Defined benefit pension scheme liability	20		(1,720,000)		(1,382,000)
Total net assets			13,081,175		13,657,173
Funds of the academy trust:					
Restricted funds	18				
- Fixed asset funds			14,446,000		14,696,309
- Restricted income funds			245,908		238,661
- Pension reserve			(1,720,000)		(1,382,000)
Total restricted funds			12,971,908		13,552,970
Unrestricted income funds	18		109,267		104,203
Total funds			13,081,175		13,657,173

The accounts on pages 32 to 56 were approved by the trustees and authorised for issue on 10 December 2020 and are signed on their behalf by:


Mr A Cooper

Chair of Trustees from 12.12.19

Company Number 07596997

THE BURGATE SCHOOL AND SIXTH FORM

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 AUGUST 2020

	Notes	2020 £	£	2019 £	£
Cash flows from operating activities					
Net cash provided by/(used in) operating activities	21		166,595		(326,490)
Cash flows from investing activities					
Dividends, interest and rents from investments		685		1,167	
Capital grants from DfE Group		21,601		104,248	
Purchase of tangible fixed assets		(94,695)		(111,206)	
Net cash used in investing activities			(72,409)		(5,791)
Cash flows from financing activities					
Repayment of other loan		(4,352)		(4,352)	
Capital element of hire purchase and finance leases		(417)		(5,008)	
Finance costs		(145)		(1,348)	
Net cash used in financing activities			(4,914)		(10,708)
Net increase/(decrease) in cash and cash equivalents in the reporting period			89,272		(342,989)
Cash and cash equivalents at beginning of the year			566,219		909,208
Cash and cash equivalents at end of the year			655,491		566,219

THE BURGATE SCHOOL AND SIXTH FORM

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2020

1 Accounting policies

The Burgate School and Sixth Form is a charitable company limited by guarantee, registered in England and Wales. The address of its principal place of business is given on page 1 and the nature of its operations are set out in the trustees' report.

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

1.1 Basis of preparation

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

The accounts are prepared in sterling which is the functional currency and rounded to the nearest £1.

The Burgate School and Sixth Form meets the definition of a public benefit entity under FRS 102.

1.2 Going concern

The trustees assess whether the use of going concern is appropriate, ie whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charitable company to continue as a going concern. The trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the accounts. The budgets going forward show a deficit on revenue funds until 2020/2021. The action that is being taken to restore this position is, wherever possible, not replacing staff leavers or replacing with lower cost teachers; keeping expenditure static or reduced; seeking revenue from other sources; using reserves to cover deficit.

Therefore the academy trust has a reasonable expectation that they will have adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Income

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

Grants

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

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

THE BURGATE SCHOOL AND SIXTH FORM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

1 Accounting policies

(Continued)

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

Donations

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

Other income

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

Donated goods, facilities and services

Goods donated for resale are included at fair value, being the expected proceeds from sale less the expected costs of sale. If it is practical to assess the fair value at receipt, it is recognised in stock and 'Income from other trading activities'. Upon sale, the value of the stock is charged against 'Income from other trading activities' and the proceeds are recognised as 'Income from other trading activities'. Where it is impractical to fair value the items due to the volume of low value items they are not recognised in the accounts until they are sold. This income is recognised within 'Income from other trading activities'.

Donated fixed assets

Donated fixed assets are measured at fair value unless it is impractical to measure this reliably, in which case the cost of the item to the donor is used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset category and depreciated over the useful economic life in accordance with the academy trust's accounting policies.

1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

All resources expended are inclusive of irrecoverable VAT.

Expenditure on raising funds

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

Charitable activities

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

THE BURGATE SCHOOL AND SIXTH FORM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

1 Accounting policies

(Continued)

1.5 Tangible fixed assets and depreciation

Assets costing £2,000 or more are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any provision for impairment.

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

Depreciation is provided on all tangible fixed assets other than freehold land, at rates calculated to write off the cost of each asset on a straight-line or reducing balance basis over its expected useful life, as follows:

Freehold land and buildings	Buildings only - over 50 years
Computer equipment	Over 3 years
Fixtures, fittings & equipment	25% reducing balance
Motor vehicles	20% reducing balance

Assets in the course of construction are included at cost. Depreciation on these assets is not charged until they are brought into use

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

1.6 Liabilities

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

1.7 Leased assets

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessees. All other leases are classified as operating leases.

Assets held under finance leases are recognised as assets at the lower of the assets fair value at the date of inception and the present value of the minimum lease payments. The related liability is included in the balance sheet as a finance lease obligation. Lease payments are treated as consisting of capital and interest elements. The interest is charged to the statement of financial activities so as to produce a constant periodic rate of interest on the remaining balance of the liability.

Rentals payable under operating leases are charged against income on a straight-line basis over the period of the lease.

1.8 Financial instruments

The academy trust only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the academy trust and their measurement basis are as follows.

THE BURGATE SCHOOL AND SIXTH FORM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

1 Accounting policies

(Continued)

Financial assets

Trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

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

Financial liabilities

Trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition.

Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

1.9 Stock

Stock is valued at the lower of cost and net realisable value. Net realisable value is based on estimated selling price less further costs to completion and disposal. Provision is made for obsolete and slow moving stock.

1.10 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.

1.11 Pensions 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 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 quadrennial valuations using a projected unit method. The TPS is an unfunded multi-employer scheme with no underlying assets to assign between employers. Consequently, the TPS is treated as a defined contribution scheme for accounting purposes and the contributions are recognised in the period to which they relate.

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

THE BURGATE SCHOOL AND SIXTH FORM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

1 Accounting policies

(Continued)

1.12 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 trustees.

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

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

1.13 Agency Arrangements

The academy trust acts as an agent in distributing 16-19 bursary funds from ESFA. Payments received from ESFA and subsequent disbursements to students are excluded from the statement of financial activities as the trust does not have control over the charitable application of the funds. The trust can use up to 5% of the allocation towards its own administration costs and that is recognised in the statement of financial activities. The funds received and paid any balances held are disclosed in note 26.

2 Critical accounting estimates and areas of judgement

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

Critical accounting estimates and assumptions

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

The present value of the Local Government Pension Scheme defined benefit liability depends on a number of factors that are determined on an actuarial basis using a variety of assumptions. The assumptions used in determining the net cost or income for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 20, will impact the carrying amount of the pension liability. Furthermore a roll forward approach which projects results from the latest full actuarial valuation performed at 31 March 2016 has been used by the actuary in valuing the pensions liability at 31 August 2020. Any differences between the figures derived from the roll forward approach and a full actuarial valuation would impact on the carrying amount of the pension liability.

Critical areas of judgement

On conversion to an academy trust, the asset and liabilities of the Trust are measured at fair value. This includes any buildings. The valuation of the buildings involves a significant degree of estimation refer to Note 12 for further detail of this estimation.

3 Donations and capital grants

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Capital grants	-	21,601	21,601	83,861

THE BURGATE SCHOOL AND SIXTH FORM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

4 Funding for the academy trust's educational operations

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
DfE / ESFA grants				
General annual grant (GAG)	-	4,452,765	4,452,765	4,482,808
Other DfE group grants	-	434,718	434,718	198,373
	-	4,887,483	4,887,483	4,681,181
Other government grants				
Local authority grants	-	63,225	63,225	69,459
Other government grants	-	4,300	4,300	39,164
Exceptional government funding				
Coronavirus job retention scheme grant	-	26,000	26,000	-
	-	93,525	93,525	108,623
Total funding	-	4,981,008	4,981,008	4,789,804

5 Other trading activities

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Hire of facilities	16,583	-	16,583	33,363
Catering income	112,020	-	112,020	153,388
Music tuition	-	27,653	27,653	34,721
Visits and Trips income	70,379	-	70,379	237,098
Other income	43,361	39,262	82,623	89,364
	242,343	66,915	309,258	547,934

6 Investment income

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Other investment income	685	-	685	1,167

THE BURGATE SCHOOL AND SIXTH FORM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

7 Expenditure

	Staff costs £	Non-pay expenditure Premises £	Other £	Total 2020 £	Total 2019 £
Academy's educational operations					
- Direct costs	3,801,268	320,534	343,172	4,464,974	4,482,258
- Allocated support costs	831,421	207,743	238,412	1,277,576	1,371,463
	<u>4,632,689</u>	<u>528,277</u>	<u>581,584</u>	<u>5,742,550</u>	<u>5,853,721</u>

Net income/(expenditure) for the year includes:

	2020 £	2019 £
Fees payable to auditor for:		
- Audit	8,240	8,000
- Other services	2,734	2,150
Operating lease rentals	8,590	9,734
Depreciation of tangible fixed assets	320,534	314,981
Finance lease interest	145	1,348
Net interest on defined benefit pension liability	24,000	20,000

8 Charitable activities

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Direct costs				
Educational operations	70,704	4,394,270	4,464,974	4,482,258
Support costs				
Educational operations	167,260	1,110,316	1,277,576	1,371,463
	<u>237,964</u>	<u>5,504,586</u>	<u>5,742,550</u>	<u>5,853,721</u>

Analysis of costs

	2020 £	2019 £
Direct costs		
Teaching and educational support staff costs	3,801,268	3,628,209
Staff development	9,198	17,033
Depreciation	320,534	314,981
Technology costs	50,881	31,104
Educational supplies and services	113,860	138,831
Examination fees	74,183	96,910
Other direct costs	95,050	255,190
	<u>4,464,974</u>	<u>4,482,258</u>

THE BURGATE SCHOOL AND SIXTH FORM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

8 Charitable activities

(Continued)

Support costs

Support staff costs	831,421	871,770
Technology costs	17,453	18,036
Recruitment and support	9,038	17,968
Maintenance of premises and equipment	88,772	66,779
Cleaning	9,444	12,525
Energy costs	53,033	54,438
Rent, rates and other occupancy costs	37,650	36,508
Insurance	18,844	21,033
Security and transport	6,050	13,878
Catering	75,613	114,449
Finance costs	24,145	21,348
Other support costs	94,840	110,977
Governance costs	11,273	11,754
	<u>1,277,576</u>	<u>1,371,463</u>

9 Staff

Staff costs

Staff costs during the year were:

	2020 £	2019 £
Wages and salaries	3,421,911	3,473,000
Social security costs	322,459	320,159
Pension costs	869,392	701,698
Staff costs - employees	<u>4,613,762</u>	<u>4,494,857</u>
Agency staff costs	11,727	5,122
Staff restructuring costs	7,200	-
	<u>4,632,689</u>	<u>4,499,979</u>
Staff development and other staff costs	9,198	17,033
Total staff expenditure	<u>4,641,887</u>	<u>4,517,012</u>
Staff restructuring costs comprise:		
Redundancy payments	<u>7,200</u>	<u>-</u>

Non statutory/non-contractual staff severance payments

Included in staff restructuring costs are non-statutory/non-contractual severance payments totalling £7,200 (2019: £Nil). Individually, the payments were: £7,200.

THE BURGATE SCHOOL AND SIXTH FORM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

9 Staff

(Continued)

Staff numbers

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

	2020 Number	2019 Number
Teachers	64	65
Administration and support	35	36
Management	6	5
Catering	5	6
Site and grounds	13	16
	<u>123</u>	<u>128</u>

The number of persons employed, expressed as a full time equivalent, was as follows:

	2020 Number	2019 Number
Teachers	54	56
Administration and support	24	25
Management	6	5
Catering	3	4
Site and grounds	8	9
	<u>95</u>	<u>99</u>

Higher paid staff

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

	2020 Number	2019 Number
£60,001 - £70,000	1	1
£90,001 - £100,000	1	1
	<u>2</u>	<u>2</u>

Key management personnel

The key management personnel of the academy trust comprise the trustees and the senior management team as listed on page 1. The total amount of employee benefits (including employer pension contributions) received by key management personnel for their services to the academy trust was £512,001(2019: £457,354).

THE BURGATE SCHOOL AND SIXTH FORM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

10 Trustees' remuneration and expenses

One or more of the trustees has been paid remuneration or has received other benefits from an employment with the academy trust. The headteacher and other staff trustees only receive remuneration in respect of services they provide undertaking the roles of headteacher and staff members under their contracts of employment, and not in respect of their services as trustees.

The value of trustees' remuneration and other benefits was as follows:

D Pover (headteacher and governor):

Remuneration £95,000-£100,000 (2019: £90,000- £95,000)

Employers Pension £20,000-£50,000 (2019: £15,000-£20,000)

S Firino (staff governor) Resigned 23 January 2020:

Remuneration £45,000-£50,000 (2019: £45,000-£50,000)

Employers Pension £5,000-£10,000 (2019: £5,000-£10,000)

C Connolly (staff governor) Appointed 9 March 2020:

Remuneration £20,000-£25,000 (2019 £Nil)

Employers Pension £Nil (2019 £Nil)

During the year ended 31 August 2020, travel and subsistence expenses totaling £60.75 (2019: £22.80) were reimbursed to 1 governor (2019: 1 governor).

11 Insurance for trustees and officers

The academy trust has opted into the Department for Education's Risk Protection Arrangement (RPA), an alternative to insurance where UK government funds cover losses that arise. This scheme protects trustees and officers from claims arising from negligent acts, errors or omissions occurring whilst on academy trust business, and provides cover up to £10,000,000. It is not possible to quantify the trustees and officers indemnity element from the overall cost of the RPA scheme.

12 Tangible fixed assets

	Freehold land and buildings	Computer equipment	Fixtures, fittings & equipment	Motor vehicles	Total
	£	£	£	£	£
Cost					
At 1 September 2019	16,541,101	262,205	149,214	44,202	16,996,722
Additions	23,292	48,923	22,480	-	94,695
At 31 August 2020	16,564,393	311,128	171,694	44,202	17,091,417
Depreciation					
At 1 September 2019	1,901,005	253,584	99,327	32,677	2,286,593
Charge for the year	279,603	21,198	17,426	2,305	320,532
At 31 August 2020	2,180,608	274,782	116,753	34,982	2,607,125
Net book value					
At 31 August 2020	14,383,785	36,346	54,941	9,220	14,484,292
At 31 August 2019	14,640,096	8,621	49,887	11,525	14,710,129

THE BURGATE SCHOOL AND SIXTH FORM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

12 Tangible fixed assets

(Continued)

The land and buildings were valued on the depreciated replacement cost method in an exercise undertaken by the ESFA as at 31 August 2012. The Academy has not obtained a separate valuation. The Academy did not consider it an effective use of public funds to obtain an additional valuation.

Land has been included at an ESFA value of £2,584,172.

Buildings have been included at the ESFA valuation of £12,530,033.

13 Stocks

	2020 £	2019 £
Cleaning and catering stock	6,353	2,584

14 Debtors

	2020 £	2019 £
Trade debtors	494	18,619
VAT recoverable	6,903	19,040
Prepayments and accrued income	87,774	109,179
	95,171	146,838

15 Creditors: amounts falling due within one year

	2020 £	2019 £
Other loans	8,704	8,704
Net obligations under finance lease and hire purchase contracts	-	417
Trade creditors	68,994	77,265
Other taxation and social security	158,312	139,637
Other creditors	15,088	4,690
Accruals and deferred income	136,808	99,306
	387,906	330,019

16 Creditors: amounts falling due after more than one year

	2020 £	2019 £
Other loans	52,226	56,578

THE BURGATE SCHOOL AND SIXTH FORM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

16	Creditors: amounts falling due after more than one year	(Continued)	
		2020	2019
		£	£
	Analysis of loans		
	Not wholly repayable within five years by instalments	34,817	34,817
	Wholly repayable within five years	26,113	30,465
		<hr/>	<hr/>
		60,930	65,282
	Less: included in current liabilities	(8,704)	(8,704)
		<hr/>	<hr/>
	Amounts included above	52,226	56,578
		<hr/>	<hr/>
	Instalments not due within five years	17,409	21,761
		<hr/>	<hr/>
	Loan maturity		
	Debt due in one year or less	8,704	8,704
	Due in more than one year but not more than two years	8,704	8,704
	Due in more than two years but not more than five years	26,113	26,113
	Due in more than five years	17,409	21,761
		<hr/>	<hr/>
		60,930	65,282
		<hr/>	<hr/>
	Included within creditors is a loan for £60,930 from Salix finance limited which is provided on the following terms: Repayment period - 8 years Six monthly repayments - £4,352.12 Final payment - 1 September 2026		
	Net obligations under finance leases and hire purchase contracts		
	Repayable within one year	-	417
17	Deferred income	2020	2019
		£	£
	Deferred income is included within:		
	Creditors due within one year	83,343	65,130
		<hr/>	<hr/>
	Deferred income at 1 September 2019	65,130	100,754
	Released from previous years	(65,130)	(100,754)
	Resources deferred in the year	83,343	65,130
		<hr/>	<hr/>
	Deferred income at 31 August 2020	83,343	65,130
		<hr/>	<hr/>

THE BURGATE SCHOOL AND SIXTH FORM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

17 Deferred income

(Continued)

Deferred income relates to the following income received in advance for the following financial year:

Trip Income	£42,314
Music fees	£ 840
Rates grant	£17,920
Sen	£ 5,000
Insurance	£ 5,000
Bursary grant	<u>£12,269</u>
	<u>£83,343</u>

18 Funds

	Balance at 1 September 2019 £	Income £	Expenditure £	Gains, losses and transfers £	Balance at 31 August 2020 £
Restricted general funds					
General Annual Grant (GAG)	225,593	4,452,765	(4,422,095)	(22,624)	233,639
Other DfE / ESFA grants	13,068	434,718	(435,517)	-	12,269
Other government grants	-	93,525	(67,525)	(26,000)	-
Other restricted funds	-	66,915	(66,915)	-	-
Pension reserve	(1,382,000)	-	(192,000)	(146,000)	(1,720,000)
	<u>(1,143,339)</u>	<u>5,047,923</u>	<u>(5,184,052)</u>	<u>(194,624)</u>	<u>(1,474,092)</u>
Restricted fixed asset funds					
DfE group capital grants	14,696,309	21,601	(320,534)	48,624	14,446,000
	<u>14,696,309</u>	<u>21,601</u>	<u>(320,534)</u>	<u>48,624</u>	<u>14,446,000</u>
Total restricted funds	<u>13,552,970</u>	<u>5,069,524</u>	<u>(5,504,586)</u>	<u>(146,000)</u>	<u>12,971,908</u>
Unrestricted funds					
General funds	104,203	243,028	(237,964)	-	109,267
	<u>104,203</u>	<u>243,028</u>	<u>(237,964)</u>	<u>-</u>	<u>109,267</u>
Total funds	<u>13,657,173</u>	<u>5,312,552</u>	<u>(5,742,550)</u>	<u>(146,000)</u>	<u>13,081,175</u>

THE BURGATE SCHOOL AND SIXTH FORM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

18 Funds

(Continued)

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

The fixed asset fund has been created based on the ESFA valuation of the school's land and buildings. The cost is reflected in order to ensure there is adequate substance over form for accounting purposes. Additional assets are added to the fund as they are required, and they will be written down by depreciation each year. The restricted general funds are made up of the General Annual Grant received, to be spent on education within the Academy, and other related DfE or other authority grants. Unrestricted funds are general donations and fund raising activities of the Academy and are used to support the provision of education within the Academy.

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

The trust is carrying a net surplus of £355,175 (2019: £342,864) on restricted general funds (excluding pension reserve) plus unrestricted funds.

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

	Balance at 1 September 2018 £	Income £	Expenditure £	Gains, losses and transfers £	Balance at 31 August 2019 £
Restricted general funds					
General Annual Grant (GAG)	301,652	4,482,808	(4,513,736)	(45,131)	225,593
Other DfE / ESFA grants	-	198,373	(185,305)	-	13,068
Other government grants	-	108,623	(108,623)	-	-
Other restricted funds	10,000	62,716	(72,716)	-	-
Pension reserve	(785,000)	-	(192,000)	(405,000)	(1,382,000)
	<u>(473,348)</u>	<u>4,852,520</u>	<u>(5,072,380)</u>	<u>(450,131)</u>	<u>(1,143,339)</u>
Restricted fixed asset funds					
DfE group capital grants	<u>14,882,298</u>	<u>83,861</u>	<u>(314,981)</u>	<u>45,131</u>	<u>14,696,309</u>
Total restricted funds	<u>14,408,950</u>	<u>4,936,381</u>	<u>(5,387,361)</u>	<u>(405,000)</u>	<u>13,552,970</u>
Unrestricted funds					
General funds	<u>84,178</u>	<u>486,385</u>	<u>(466,360)</u>	<u>-</u>	<u>104,203</u>
Total funds	<u>14,493,128</u>	<u>5,422,766</u>	<u>(5,853,721)</u>	<u>(405,000)</u>	<u>13,657,173</u>

THE BURGATE SCHOOL AND SIXTH FORM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

19 Analysis of net assets between funds

	Unrestricted Funds £	General £	Restricted funds: Fixed asset £	Total Funds £
Fund balances at 31 August 2020 are represented by:				
Tangible fixed assets	-	-	14,484,292	14,484,292
Current assets	109,267	625,110	22,638	757,015
Creditors falling due within one year	-	(379,202)	(8,704)	(387,906)
Creditors falling due after one year	-	-	(52,226)	(52,226)
Defined benefit pension liability	-	(1,720,000)	-	(1,720,000)
Total net assets	109,267	(1,474,092)	14,446,000	13,081,175

	Unrestricted Funds £	General £	Restricted funds: Fixed asset £	Total Funds £
Fund balances at 31 August 2019 are represented by:				
Tangible fixed assets	-	-	14,710,129	14,710,129
Current assets	104,203	559,559	51,879	715,641
Creditors falling due within one year	-	(264,320)	(65,699)	(330,019)
Creditors falling due after one year	-	(56,578)	-	(56,578)
Defined benefit pension liability	-	(1,382,000)	-	(1,382,000)
Total net assets	104,203	(1,143,339)	14,696,309	13,657,173

20 Pension and similar obligations

The academy trust'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 Hampshire County Council. Both are multi-employer defined benefit schemes.

The pension costs are assessed in accordance with the advice of independent qualified actuaries. The latest actuarial valuation of the TPS related to the period ended 31 March 2016, and that of the LGPS related to the period ended 31 March 2019.

Contributions amounting to £78,601 (2019: £64,088) were payable to the schemes at 31 August 2020 and are included within creditors.

Teachers' Pension Scheme

Introduction

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

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

THE BURGATE SCHOOL AND SIXTH FORM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

20 Pension and similar obligations

(Continued)

Valuation of the Teachers' Pension Scheme

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

The key elements of the valuation and subsequent consultation are:

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

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

The employer's pension costs paid to the TPS in the period amounted to £568,635 (2019: £397,672).

A copy of the valuation report and supporting documentation is on the Teachers' Pensions website.

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

Local Government Pension Scheme

The LGPS is a funded defined benefit pension scheme, with the assets held in separate trustee-administered funds. The total contributions are as noted below. The total contribution made for the year ended 31 August 2020 was £132,758 (2019: £132,026). The agreed contribution rates for future years are 18.9 percent for employers and 5.5 per cent for employees.

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

Total contributions made	2020 £	2019 £
Employer's contributions	133,000	133,000
Employees' contributions	41,000	41,000
Total contributions	174,000	174,000

THE BURGATE SCHOOL AND SIXTH FORM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

20 Pension and similar obligations (Continued)

Principal actuarial assumptions	2020 %	2019 %
Rate of increase in salaries	3.3	3.6
Rate of increase for pensions in payment/inflation	2.3	2.1
Discount rate for scheme liabilities	1.7	1.8
Inflation assumption (CPI)	2.3	2.1

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

	2020 Years	2019 Years
Retiring today		
- Males	23.0	23.1
- Females	25.8	25.5
Retiring in 20 years		
- Males	24.7	24.7
- Females	27.6	27.2

Scheme liabilities would have been affected by changes in assumptions as follows:

	2020 £'000	2019 £'000
Discount rate - 0.1%	95	67
Mortality assumption + 1 year	-145	-118
CPI rate + 0.1%	8	18

Defined benefit pension scheme net liability

Scheme assets	2,421,000	2,094,000
Scheme obligations	(4,141,000)	(3,476,000)
Net liability	(1,720,000)	(1,382,000)

THE BURGATE SCHOOL AND SIXTH FORM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

20 Pension and similar obligations

(Continued)

The academy trust's share of the assets in the scheme

	2020 Fair value £	2019 Fair value £
Equities	1,372,000	1,261,000
Government bonds	470,000	431,000
Cash	39,000	40,000
Property	145,000	151,000
Other assets	395,000	211,000
Total market value of assets	2,421,000	2,094,000

The actual return on scheme assets was £167,000 (2019: £115,000).

Amount recognised in the Statement of Financial Activities

	2020 £	2019 £
Current service cost	168,000	77,000
Past service cost	-	95,000
Interest income	(39,000)	(54,000)
Interest cost	63,000	74,000
Total operating charge	192,000	192,000

Changes in the present value of defined benefit obligations

	2020 £
At 1 September 2019	3,476,000
Current service cost	301,000
Interest cost	63,000
Employee contributions	41,000
Actuarial loss	274,000
Benefits paid	(14,000)
At 31 August 2020	4,141,000

THE BURGATE SCHOOL AND SIXTH FORM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

20 Pension and similar obligations

(Continued)

Changes in the fair value of the academy trust's share of scheme assets

	2020 £
At 1 September 2019	2,094,000
Interest income	39,000
Actuarial gain	128,000
Employer contributions	133,000
Employee contributions	41,000
Benefits paid	(14,000)
At 31 August 2020	2,421,000

21 Reconciliation of net expenditure to net cash flow from operating activities

	2020 £	2019 £
Net expenditure for the reporting period (as per the statement of financial activities)	(429,998)	(430,955)
Adjusted for:		
Capital grants from DfE and other capital income	(21,601)	(83,861)
Investment income receivable	(685)	(1,167)
Finance costs payable	145	1,348
Defined benefit pension costs less contributions payable	168,000	172,000
Defined benefit pension scheme finance cost	24,000	20,000
Depreciation of tangible fixed assets	320,534	314,981
(Increase)/decrease in stocks	(3,769)	453
Decrease in debtors	51,665	47,017
Increase/(decrease) in creditors	58,304	(366,306)
Net cash provided by/(used in) operating activities	166,595	(326,490)

22 Analysis of changes in net funds

	1 September 2019 £	Cash flows £	31 August 2020 £
Cash	566,219	89,272	655,491
Loans falling due within one year	(8,704)	-	(8,704)
Loans falling due after more than one year	(56,578)	4,352	(52,226)
Obligations under finance leases	(417)	417	-
	500,520	94,041	594,561

THE BURGATE SCHOOL AND SIXTH FORM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2020

23 Commitments under operating leases

At 31 August 2020 the total of the academy trust's future minimum lease payments under non-cancellable operating leases was:

	2020 £	2019 £
Amounts due within one year	7,420	8,590
Amounts due in two and five years	22,260	29,680
	<u>29,680</u>	<u>38,270</u>

24 Capital commitments

	2020 £	2019 £
Expenditure contracted for but not provided in the accounts	-	6,893

In the prior period the capital commitments related to the final work to be completed for the kitchen improvement project.

25 Related party transactions

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

Income related party transactions:

A member of staff, J Hocking hires the school hall £287 (2019: £528) was invoiced to J Hocking for during the year and £Nil (2019: £14) was due to the school at the year end.

In entering into these transactions, the academy trust has complied with the requirements of the Academies Financial Handbook 2020.

26 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 or she is a member, or within one year after he or she ceases to be a member, such amount as may be required, not exceeding £10 for the debts and liabilities contracted before he or she ceases to be a member.

THE BURGATE SCHOOL AND SIXTH FORM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

27 Agency arrangements

The academy distributes 16-19 bursary funds to students as an agent for the ESFA. In accounting period ended 31 August 2020 the trust received £12,030 (2019: £13,278) and disbursed £4,035 (2019: £11,831) from the fund. An amount of £12,269 (2019: £13,068) has been deferred relating to undistributed funds that are repayable to ESFA.

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