

Registered number: 08702006

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**CLIFTON ALL SAINTS ACADEMY**  
(A company limited by guarantee)

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**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 AUGUST 2014**

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**CLIFTON ALL SAINTS ACADEMY**  
**(A company limited by guarantee)**

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

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**Trustees & Members**

Mrs Philippa Whittington, Chair of Trustees (appointed 1 October 2013)<sup>1</sup>  
Reverend Anne Hindle (appointed 1 October 2013)  
Mrs Brenda Howe (appointed 1 October 2013, resigned as Governor 8 August 2014)

**Governors**

Mr Peter Blackmore (appointed 1 October 2013)<sup>1</sup>  
Mr Simon Page-Browne (appointed 1 October 2013)<sup>1</sup>  
Mrs Jayne Dutson-Steinfeld (appointed 1 October 2013)  
Mr Paul Hayward (appointed 1 October 2013)  
Mrs Justine McCarthy (appointed 1 October 2013)<sup>1</sup>  
Miss Charlotte Moncrieff (appointed 2 December 2013)  
Mrs Carol Ward, Head Teacher (appointed 1 October 2013)<sup>1</sup>  
Mrs Kathryn Ward (appointed 1 October 2013)  
Mr Ray Watson (appointed 2 December 2013)<sup>1</sup>  
Mrs Pat Wisby (appointed 1 October 2013)<sup>1</sup>

<sup>1</sup> members of the finance and management committee

**Company registered number**

08702006

**Registered office**

Church Street, Clifton, Bedfordshire, SG17 5ES

**Principal operating office**

Church Street, Clifton, Bedfordshire, SG17 5ES

**Senior management team**

Mrs Carol Ward, Head Teacher  
Mrs Jayne Dutson-Steinfeld, Deputy Head Teacher  
Mrs Justine McCarthy, Business Manager

**Independent auditors**

George Hay Chartered Accountants, St George's House, George Street, Huntingdon, Cambridgeshire, PE29 3GH

**Bankers**

Lloyds TSB Bank PLC, 35 High Street, Biggleswade, Bedfordshire, SG18 0JD

**Solicitors**

Ward Hadaway Law Firm, 1A Tower Square, Wellington Street, Leeds, LS1 4DL

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

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

The company was incorporated on 23rd September 2013 and started operating as an Academy on 1st October 2013.

**Structure, governance and management**

**a. CONSTITUTION**

The Academy is a charitable company limited by guarantee and was set up by a Memorandum of Association.

The Academy is constituted under a Memorandum of Association.

The Governors act as the trustees for the charitable activities of Clifton All Saints Academy and are also Directors of the Charitable Company for the purposes of company law. The charitable company is known as Clifton All Saints Academy.

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

**b. MEMBERS' LIABILITY**

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

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

- The Members may appoint up to 3 governors
- The Members may appoint up to 2 staff governors. The Staff Governors, if so appointed, shall comprise one Governor appointed from among the teaching members of staff at the Academy and one Governor appointed from among the non-teaching members of staff at the Academy.

The Foundation Governors shall comprise:

- The incumbent shall be treated for all purposes as an ex officio Foundation Governor
- All Saints Church Clifton Parochial Church Council may appoint up to five Governors,
- The head teacher shall be treated as an ex officio governor

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**TRUSTEES' REPORT (continued)**  
**FOR THE PERIOD ENDED 31 AUGUST 2014**

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Parent Governors

- Up to two Parent Governors shall be elected by parents of registered pupils at the Academy. A Parent Governor must be a parent of a pupil at the Academy at the time when they are elected.
- The Governing Body shall make all necessary arrangements for, and determine all other matters relating to, an election of Parent Governors, including any question of whether a person is a parent of a registered pupil at the Academy. Any election of Parent Governors which is contested shall be held by secret ballot.
- The arrangements made for the election of a Parent Governor shall provide for every person who is entitled to vote in the election to have an opportunity to do so by post or, if he prefers, by having his ballot paper returned to the Academy Trust by a registered pupil at the Academy.
- Where a vacancy for a Parent Governor is required to be filled by election, the Governing Body shall take such steps as are reasonably practical to secure that every person who is known to them to be a parent of a registered pupil at the Academy is informed of the vacancy and that it is required to be filled by election, informed that he/she is entitled to stand as a candidate, and vote at the election, and given an opportunity to do so.
- The number of Parent Governors required shall be made up by Parent Governors appointed by the Governing Body if the number of parents standing for election is less than the number of vacancies.
- In appointing a Parent Governor the Governing Body shall appoint a person who is the parent of a registered pupil at the Academy; or where it is not reasonably practical to do so, a person who is the parent of a child of compulsory school age.

**CO-OPTED GOVERNORS**

The Governors with the consent of the Diocesan Board of Education may appoint up to 2 Co-opted Governors for such term (not exceeding four years) and otherwise upon such conditions as they shall think fit. A 'Co-opted Governor' means a person who is appointed to be a Governor by being Co-opted by Governors who have not themselves been so appointed. The Governors may not co-opt an employee of the Academy Trust as a Co-opted Governor if thereby the number of Governors who are employees of the Academy Trust would exceed one third of the total number of Governors (including the Head Teacher).

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

The training and induction provided for new Governors will depend on their existing experience. The Academy buys into Central Bedfordshire Council's training package for Governors and new Governors are actively encouraged to participate in this. All new Governors are given a tour of the Academy and the opportunity to meet with staff and students.

All Governors are provided with access to policies, procedures, minutes, accounts, budgets, plans and other documents they will need for their role as Governors. All Governors are encouraged to access regular training. New Governors are issued with a welcome pack and a named mentor.

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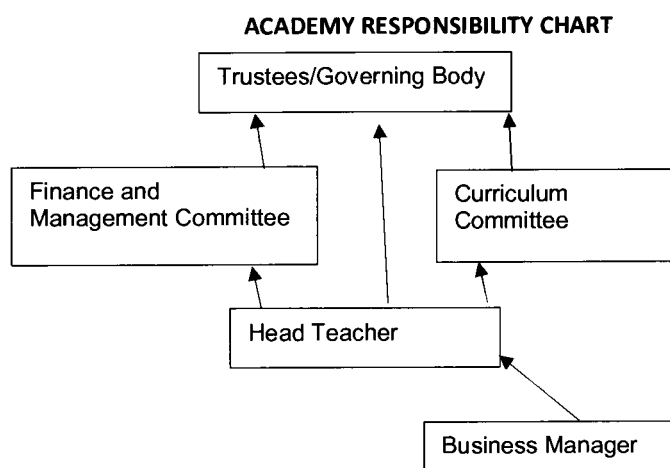
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**TRUSTEES' REPORT (continued)**  
**FOR THE PERIOD ENDED 31 AUGUST 2014**

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**e. ORGANISATIONAL STRUCTURE**



**Senior Management Team**

The Senior Management Team consists of the Head Teacher, The Deputy Head Teacher and the School Business Manager.

The Academy has defined the responsibilities of each person involved in the administration of the Academy to avoid the duplication or omission of functions and to provide a framework of accountability for governors and staff.

The Trustees/Governing Body have overall responsibility for the administration of the Academy's finances. The main responsibilities of the Governing Body are prescribed in the Funding Agreement between the Academy, The DFE and the Academy's Scheme of government. The main responsibilities include:

- Ensuring that grants from the DFE are only used for the purposes intended
- Ensuring that funds from sponsors are received according to the Academy's Funding Agreement and are only used for the purposes intended
- Approval of the annual budget
- Appointment of the head teacher

**f. RISK MANAGEMENT**

The Governors have assessed the major risks to which the Academy is exposed, in particular those relating to the specific teaching, provision of facilities and other operational areas of the Academy and its finances. The systems and processes used as a school when there are no known incidences have been used to assess risks that the Academy faces, especially in the operational areas (e.g. in relation to teaching, health and safety, bullying and school trips) and in relation to the control of finance.

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**TRUSTEES' REPORT (continued)**  
**FOR THE PERIOD ENDED 31 AUGUST 2014**

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The Academy has systems in place including operation procedures (e.g. vetting of new staff and visitors, supervision of school grounds) and internal financial controls in order to minimise risk. The Academy has an effective system of internal financial controls.

**g. TRUSTEES' INDEMNITIES**

Governors Liability Limit of Indemnity	£5,000,000
Fidelity Guarantee All Governors	£1,000,000
Personal Accident Capital Sum	£50,000 – (Accidents and Assault cover)

Official duties in connection with the business including journeys directly connected therewith.

**h. PRINCIPAL ACTIVITIES**

The principal activities of the Academy are to foster the development and provision of high quality education and care of children.

**Objectives and Activities**

**a. OBJECTS AND AIMS**

The Academies Trust Objective is specifically restricted to the following: to advance for the public benefit education in the United Kingdom, in particular not without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing a school with a designated Church of England religious character offering a broad and balanced curriculum conducted in accordance with the principles, practices and tenets of the Church of England both generally and in particular in relation to arranging for religious education and daily acts of worship (as required by the Funding Agreement) and in having regard to the advice of the Diocesan Board of Education.

**b. OBJECTIVES, STRATEGIES AND ACTIVITIES**

Please see appendix 1 – School Development Plan

**c. PUBLIC BENEFIT**

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit, "Charities and Public Benefit"

The Academy's public benefit is enshrined in its charitable objects which state

- to establish, maintain, carry on, manage and develop the Academy at Church Street, Clifton, Bedfordshire, SG17 5ES;
- to provide educational facilities and services to students of all ages and the wider community for the public benefit;

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## CLIFTON ALL SAINTS ACADEMY

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### TRUSTEES' REPORT (continued) FOR THE PERIOD ENDED 31 AUGUST 2014

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#### Achievements and performance

##### a. GOING CONCERN

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

##### b. REVIEW OF ACTIVITIES

- Good Year 4 results with Achievement and Progress both above the LA average overall
- Good KS1 results significantly above the National expectation for 2013.
- Good EYFS results in line with previous year overall and above the National expectation for 2013
- Improvement in Phonics Screening pass rate, well above National pass rate for 2013
- Successful conversion to Academy in October 2013
- Year 4 children taking part in Young Voices at the O2 in January for the first time.
- Provision of and support for a variety of clubs and activities including Karate, Multi-skills, JuJitsu, Gymnastics, Tag Rugby, Football, Art, Young Designers, Netball, Sing-Up, Recorders
- Visits to Cliftonbury Farm, Wardown Museum, The British Schools, The Faith Tour, PGL, All Saints Church, Willows Farm.
- Several very successful musical activities including whole school performance of The Magical Christmas Jigsaw, Edith's Wartime Scrapbook, Musical Performing Assembly and Talent shows.
- Visitors included Don Rae Academy doing Panto workshops, Skipping4Schools and Pudsey.
- Various Curriculum days involving children working together across the classes in their house teams. These included Science and ICT, RE, Values, Maths and Speaking and Listening.
- Variety of liaison events and activities with other Lower schools and Henlow Middle including RE, Anti-Bullying, Football, Netball, Science.
- The PTA organised many different events to raise money for the school which included Owls Café, Cake and Book stalls, Christmas Fayre, Summer Fayre, Sports Day Breakfast, and Christmas Cards. These all helped to raise money to support the school's ICT upgrade, and they passed on approximately £7000 to the school for this in addition to other support for trips.
- The School Council worked hard to organise some events including the Wednesday Warmer and Playtime activity boxes.
- Other events involving the school included Harvest festival, Carol singing at the Church, Book Fair, Helpers Tea Party.
- Introduction of Messy Church at the Parish church which staff members help with and several school families attend.

##### c. INVESTMENT POLICY AND PERFORMANCE

The Academy has looked at investment opportunities but feels that there are insufficient funds to warrant an investment policy.

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**TRUSTEES' REPORT (continued)  
FOR THE PERIOD ENDED 31 AUGUST 2014**

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**Financial review**

The majority of the Academy's income is obtained from the DfE in the form of recurrent grants. The grants received from the DfE during the period ended 31st August 2014 and the associated expenditure are shown in the statement of financial activities.

The Academy's non-teaching staff are entitled to membership of the Local Government Pension Scheme. The Academy's share of the Scheme's assets is currently assessed to be less than its liabilities in the Scheme and consequently the Academy balance sheet shows a net liability of £66,000 estimated deficit at commencement date 1st October 2013 and £148,000 at the period end.

**a. PRINCIPAL RISKS AND UNCERTAINTIES**

Based on the strategic plan, the Finance and Management Committee regularly reviews the risks to which the Academy is exposed.

Outlined below is a description of the principal risk factors that may affect the Academy. However not all factors are within the Academy's control and other factors besides those listed may also adversely affect the Academy.

1. Government Funding

The Academy has considerable reliance on continued government funding through the Education Funding Agency.

2. Maintaining adequate funding of pension liabilities

The Academy takes professional advice on this position and makes appropriate contributions on the basis of that advice.

3. Pupil strategy

The Academy is currently the only lower school in the village. With low levels of house building in the village and surrounding schools oversubscribed, the main risk is the requirement to expand the school.

**b. RESERVES POLICY**

The Academy's "free" reserves are its funds after excluding restricted funds. Reserves are therefore the resources the Academy has or can make available to spend for any or all of the Academy's purposes once it had met its commitments and covered its other planned expenditure. The Academy's current level of free reserves is £50,002

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**TRUSTEES' REPORT (continued)  
FOR THE PERIOD ENDED 31 AUGUST 2014**

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**Plans for future periods**

**a. FUTURE DEVELOPMENTS**

The Academy currently has no specific plans at present.

**DISCLOSURE OF INFORMATION TO AUDITORS**

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

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

This report was approved by order of the board of trustees on 1/12/2014 and signed on the board's behalf by:



**Chair of Trustees**

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**CLIFTON ALL SAINTS ACADEMY**  
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**GOVERNANCE STATEMENT**

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**SCOPE OF RESPONSIBILITY**

As Trustees, we acknowledge we have overall responsibility for ensuring that Clifton All Saints Academy 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 Clifton All Saints Academy and the Secretary of State for Education. They are also responsible for reporting to the board of trustees any material weaknesses or breakdowns in internal control.

**GOVERNANCE**

The information on governance included here supplements that described in the Trustees' report and in the Trustees' responsibilities statement. The board of trustees has formally met 9 times during the period. Attendance during the period at meetings of the board of trustees was as follows:

Trustee	Meetings attended	Out of a possible
Mrs Philippa Whittington, Chair of Trustees	9	9
Reverend Anne Hindle	5	9
Mrs Brenda Howe	8	9
Mr Peter Blackmore	9	9
Mr Simon Page-Browne	6	9
Mrs Jayne Dutson-Steinfeld	8	9
Mr Paul Hayward	9	9
Mrs Justine McCarthy	8	9
Miss Charlotte Moncrieff	4	5
Mrs Carol Ward, Head Teacher	9	9
Mrs Kathryn Ward	9	9
Mr Ray Watson	5	5
Mrs Pat Wisby	9	9

Charlotte Moncrieff and Ray Watson were appointed on 2nd December 2013

Brenda Howe resigned as a Governor on 8th August 2014 but was still appointed as a Trustee at Companies House at the period end.

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## CLIFTON ALL SAINTS ACADEMY

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### GOVERNANCE STATEMENT (continued)

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#### Governance reviews:

#### The Trustees/Governing Body

The Trustees/Governing Body have overall responsibility for the administration of the Academy's finances. The main responsibilities of the governing body are prescribed in the Funding Agreement between the Academy and DfE and the Academy's scheme of government. The main responsibilities include:

- Ensuring that grants from the DfE are used only for the purposes intended
- Ensuring that funds from sponsors are received according to the Academy's Funding Agreement and are used only for the purposes intended
- Approve the Annual Budget
- Appointment of Head Teacher
- Appointment of senior staff (i.e. Deputy Head Teacher, Business Manager) in conjunction with the Head

#### Finance and Management Committee

The Finance and Management Committee is a committee of the Governing Body. The committee meets at least once a term but more frequent meetings can be arranged if necessary.

The main responsibilities of the Finance and Management Committee are detailed in the written terms of reference which have been authorised by the governing body. The main responsibilities include:

- to contribute, in collaboration with the head and staff, to establishing, monitoring and evaluating sections of the School Development Plan relating to the leadership, finance, staffing and management of the school
- to establish, monitor the impact of, and review all the school's plans, policies and procedures relating to staffing, finance, leadership & management
- to monitor and evaluate expenditure of all monies generated by the school including grants and unofficial funds to ensure that spending provides best value and is linked to the school's agreed priorities
- to ensure that the Governing Body, Headteacher and relevant staff are managing finance in accordance with the school's current legislation.

#### The Head Teacher

Within the framework of the Academy development plan as approved by the Governing Body, the Head Teacher has overall executive responsibility for the Academy's activities including financial activities. Much of the financial responsibility has been delegated to the Business Manager but the Head Teacher still retains responsibility for:

- Approving new staff appointments within the authorised establishment except for any senior staff posts which the governing body have agreed should be approved by them
- Authorising contracts between £1,000 and £4,999 in conjunction with the Business Manager
- Signing cheques in conjunction with other signatories.

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**CLIFTON ALL SAINTS ACADEMY**  
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**GOVERNANCE STATEMENT (continued)**

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The Business Manager

The Business Manager works in close collaboration with the Head Teacher through whom she is responsible to the Governors. The Business Manager, as the non-teaching staff governor, also has direct access to the governors. The main responsibilities of the Business Manager are:

- To lead on the operational aspects of the school
- To provide strategic advice to the Head Teacher as well as excellent hands on management that ensures the resources of the academy are applied effectively and efficiently to achieve the educational aims of the Academy
- In particular, to be responsible for the management of finance, HR systems/processes, and admin, premises and the community usage at Clifton All Saints Academy

The Responsible Officer

As a result of an oversight a Responsible Officer has not been appointed during the year. The need for the appointment was somewhat negated by an interim review of the design and operating effectiveness of the internal systems and controls of the Academy and subsequent report to the Governing Body carried out by the Academy's auditors. A Responsible Officer is to be appointed in the new financial year.

Other Staff

All staff are responsible for the security of Academy property, for avoiding loss or damage, for ensuring economy and efficiency in the use of resources and for conformity with the requirements of the Academy's Financial procedures,

Attendance at meetings in the period was as follows:

Trustee	Meetings attended	Out of a possible
Peter Blackmore (Chair)	4	4
Philippa Whittington	4	4
Carol Ward	4	4
Justine McCarthy	4	4
Simon Page-Browne	4	4
Ray Watson	4	4
Pat Wisby	4	4

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

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Academy policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in Clifton All Saints Academy for the period 1 October 2013 to 31 August 2014 and up to the date of approval of the annual report and financial statements.

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**CLIFTON ALL SAINTS ACADEMY**  
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**GOVERNANCE STATEMENT (continued)**

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**CAPACITY TO HANDLE RISK**

The board of trustees has reviewed the key risks to which the Academy is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The board of trustees is of the view that there is a formal ongoing process for identifying, evaluating and managing the Academy's significant risks, that has been in place for the period 1 October 2013 to 31 August 2014 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the board of trustees.

**THE RISK AND CONTROL FRAMEWORK**

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

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

The board of trustees has considered the need for a specific internal audit function and has decided not to appoint an internal auditor. However, the Trustees have appointed George Hay Chartered Accountants, the external auditors, to perform additional checks.

The auditors' role includes giving advice on financial matters and performing a range of checks on the Academy's financial systems. On a semi-annual basis, the auditors report to the board of trustees on the operation of the systems of control and on the discharge of the board of trustees' financial responsibilities. George Hay Chartered Accountants carried out an interim review of the design and operating effectiveness of the internal systems and controls of the Academy and subsequent reported to the Governing Body accordingly.

**REVIEW OF EFFECTIVENESS**

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

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

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**GOVERNANCE STATEMENT (continued)**

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

Approved by order of the members of the board of trustees on 1/12/2014 and signed on its behalf, by:



**Chair of Trustees**



**Accounting Officer**