

Registered number: 08702006

CLIFTON ALL SAINTS ACADEMY
(A company limited by guarantee)

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2015

CLIFTON ALL SAINTS ACADEMY

(A company limited by guarantee)

CONTENTS

	Page
Reference and administrative details of the academy, its trustees and advisers	1 - 2
Trustees' report	3 - 11
Governance statement	12 - 18
Statement on regularity, propriety and compliance	19
Trustees' responsibilities statement	20
Independent auditors' report	21 - 22
Independent reporting accountant's assurance report on regularity	23 - 24
Statement of financial activities	25 - 26
Balance sheet	27 - 28
Cash flow statement	29
Notes to the financial statements	30 - 50

CLIFTON ALL SAINTS ACADEMY

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE ACADEMY, ITS MEMBERS/ TRUSTEES AND
ADVISERS
FOR THE YEAR ENDED 31 AUGUST 2015**

Trustees & Members

Mrs Philippa Whittington, Chair of Trustees ¹
Reverend Anne Hindle
Mrs Brenda Howe (not on board of Governors since 8 August 2014)

Governors

Mr Peter Blackmore ¹
Mr Simon Page-Browne ¹
Mrs Jayne Dutson-Steinfeld
Mr Paul Hayward
Mrs Justine McCarthy ¹
Miss Charlotte Moncrieff
Mrs Carol Ward, Head Teacher ¹
Mrs Kathryn Ward
Mr Ray Watson ¹
Mrs Pat Wisby ¹
Mrs Jean Peacock (appointed 1 December 2014)

¹ 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 Partnership LLP, St George's House, George Street, Huntingdon, Cambridgeshire, PE29 3GH

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE ACADEMY, ITS MEMBERS/ TRUSTEES AND
ADVISERS
FOR THE YEAR ENDED 31 AUGUST 2015**

Administrative details (continued)

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

CLIFTON ALL SAINTS ACADEMY

(A company limited by guarantee)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2015

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 year ended 31 August 2015. 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 purpose 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 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.

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.

There have been no changes in the objectives since the last annual report.

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

CLIFTON ALL SAINTS ACADEMY

(A company limited by guarantee)

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 AUGUST 2015

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 they prefer, 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.

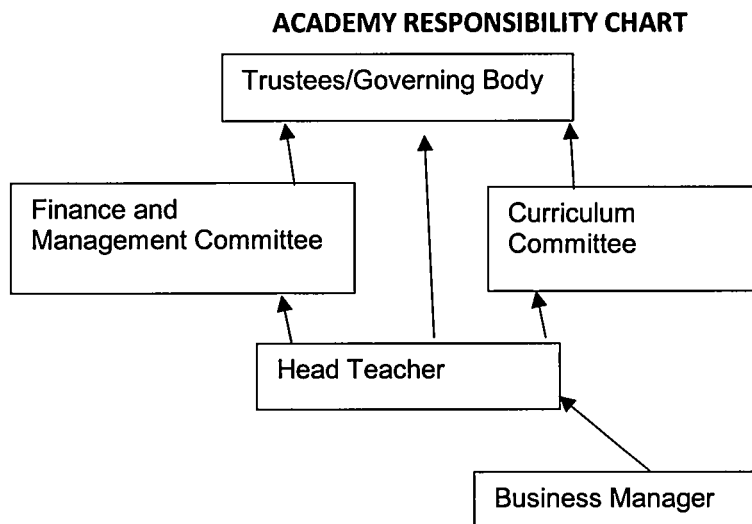
All Governors are provided with access to policies, procedures, minutes, accounts, budgets, plans and other documents they will need for their role as Governors. All Governors are encouraged to access regular training. New Governors are issued with a welcome pack and a named mentor.

CLIFTON ALL SAINTS ACADEMY

(A company limited by guarantee)

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 AUGUST 2015

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.

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.

CLIFTON ALL SAINTS ACADEMY

(A company limited by guarantee)

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2015**

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;

CLIFTON ALL SAINTS ACADEMY

(A company limited by guarantee)

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 AUGUST 2015

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 KS1 results, well above the National expectations in all areas, and in line or above the Local Authority average in all areas.
- Fall in EYFS results this year, below the National expectation in 2 of the 3 Prime areas, but significant staffing issues which have now been resolved
- Year 4 assessment shows attainment remains well above average, but with the National assessment programmes being removed and not replaced it is difficult to compare attainment this year as current assessment programmes do not align with the Previous Average Point Score.
- Increase in the pass rate for the Year 1 Phonics Test, well above the National Expectation for 2014
- Year 4 children once again took part in Young Voices at the O2 in January.
- Provision of and support for a variety of clubs and activities including Karate, Multi-skills, Ju-Jitsu, Gymnastics, Newspaper, Football, Art, Hockey, Tri-Golf, Netball, Performing Arts, Recorders
- Visits to Cliftonbury Farm, Thurleigh Farm, O2, The Faith Tour, Shepreth Wildlife Park, PGL, Wren Park, All Saints Church, St Albans Butterfly World, Henlow Academy
- Several very successful musical activities including whole school performance of Countdown to Christmas, Robins performance of The Angel Express, Mrs Steinfeld's after school music club performance of Tattybogle, the Performing Arts Club production of Joe and his Wicked Waistcoat, Music Assembly and Talent shows.
- Visitors included The Bible Exhibition, Pudsey, Don Rae Academy doing African workshops, and Circus Skills
- Various curriculum development days where the children worked in their colour groups, or in their classes. These included Values, Art, Maths and ICT, English, Science and PE.
- Variety of liaison events with Henlow Academy and other local Lower schools including Anti-bullying, ICT, Netball and Young Voices. Some children also took part in Education Sunday at Church.
- The PTA organised many different events to raise money for the school which included Owls Café, Cake and Book stalls, Christmas Fayre, Christmas Cards, Summer Fayre, Sports Day Breakfast, Family Discos and Movie Nights. These all helped to raise money to support the school in a variety of ways including Playground Markings, ICT, Library books and coaches for trips.
- The school council, elected by the children, worked together to organise events including Thirsty Thursdays/Wednesday Warmers, and assemblies
- Many other events took place in school and at church including Harvest Festival, support evenings for parents with Phonics and Maths, Carol Singing in the Churchyard, Book Fair, Helpers Tea Party, MacMillan Coffee Morning and the Spelling Bee.
- The school continues to support Messy Church through regular reminders and Mrs Ward and Mrs Steinfeld helping. The number of school families attending has risen this year.

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

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2015**

School Review and Development

A review of the school's policies is carried out on a regular basis. Some policies are reviewed annually, some every 2 years and some every 3 years. A parent questionnaire is carried out every year. This was carried out in March 2015 and the analysis is included below.

The School Development Plan was created by the Head Teacher and was monitored during the year at each Governors meeting.

Parent Survey 2015

The number of replies continue to show an increased response. This year we had 112 replies representing 127 children.

This year all questions were answered in the range 1-5 where 1 = strongly agree, 2 = broadly agree, 3 = some concerns, 4 = disagree, 5 = don't know; However, some questions were answered with Y or N.

Q		No of replies	1	2	3	4	5	Blank replies	
1	This school supports and encourages children to work to their full potential	127	69	45	8	2	3	0	127
2	This school listens to parental concerns and deal with them appropriately	127	52	61	10	1	3	0	127
3	This school welcomes parents as partners in the learning process	127	71	44	6	4	2	0	127
4	This school has high standards of behaviour and teaches children to respect/care for others through the values education	127	90	30	3	1	3	0	127

Do you think the Values Education has a positive effect and can you give an example of the impact of values on your child at home

All the comments in this section were positive. Many people told us that the children continued to display the values at home and they were often discussed within the family.

Q		No of replies	1	2	3	4	5	Y	N	Other	Blank replies	
6	Child likes coming to school	126	72	33	10	3	2	6			1	127
7	Child likes his/her teacher	127	87	26	3	0	4	7			0	127
8	Child is well cared for and feel safe in school	127	89	18	10	1	6	7			0	127
9	Enjoys the school lunches	121	37	44	17	6	3	5	1	8 = PL	6	127
10	Are you aware of the FSM rules	105						82	3	20 = NA	22	127

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

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2015**

Have you seen an improvement in the school lunches since September 2014. In what way have they improved and can we make any further improvements

From September 2014, school lunches have been provided by Cambridge Catering Services. The comments generally reflected that there have been an improvement in the lunches. There were a number of comments about options running out before the oldest children were served and sometimes the choices were limited. The salad bar is popular.

Q		No of replies	Y	N	1	2	3	4	5	Other	Blank replies	
11	Are you happy with the improved communication system i.e. Parentmail/Newsletter	123	0	0	66	38	16	1	1	1	4	127
12	Do you value the link between the school and Church community	123	0	0	53	53	6	3	7	1	4	127
13	Do you find the school's website useful and informative	119	0	0	36	60	8	1	13	1	8	127
14	Are you aware of Parentview (used by Ofsted to gather views)	122	4	2	27	21	4	16	47	1	5	127
15	I have used the ParentView website link	118	0	22	12	5	1	44	28	5	9	127
16	Are you aware there are e-safety tips on the school website	122	2	2	43	29	3	11	30	2	5	127
17	Do you discuss e-safety with your child	116	2	2	54	28	4	13	11	2	11	127

A number of responses to the e-safety were that the children either do not use the internet at home or that it is always supervised.

What does your child enjoy about Collective Worship in school and in Church

Most of the feedback indicates that the children enjoy this part of their school day. Singing is always a favourite and the children like Revd Anne and her stories. There is mixed feedback about going to Church.

Further comments

Most of the comments indicate that the children enjoy school, they are happy and feel safe. Generally parents indicate they are pleased with the school and the progress their children are making. There was some concern about the reading stretching the children in some of the KS1 classes. Most of the comments about the staffing issues in Robins were positive. While the communication has improved, the comments indicate that there are still areas for improvement.

c. INVESTMENT POLICY AND PERFORMANCE

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

CLIFTON ALL SAINTS ACADEMY

(A company limited by guarantee)

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 AUGUST 2015

Financial review

a. INCOME & EXPENDITURE

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 2015 and the associated expenditure are shown in the statement of financial activities.

a. LGPS DEFICIT

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 £172,000 estimated deficit at the year end.

c. 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. There has been an increased level of house building in the village with a significant planning application outstanding and with surrounding schools oversubscribed, the main risk is the requirement to expand the school. The governors are aware of this and have been in communication with Central Bedfordshire Council regarding these concerns.

d. RESERVES POLICY

The Academy will retain sufficient reserves (where feasible without affecting the daily education of our pupils), to ensure its long term operational and capital challenges are met. In particular funds will be split up and set aside to be utilised in the following priority order:

- a) to fund any unavoidable in year operating deficit within the Academy
- b) for specific long term maintenance needs to the existing buildings and facilities
- c) for any additional new equipment, facilities, and infrastructure

The reserves as at 31st August 2015 are £50,057 which is also the unrestricted funds that the Academy has held since conversion. The trustees have agreed to retain this reserve moving forward to the next and future financial and academic years

CLIFTON ALL SAINTS ACADEMY

(A company limited by guarantee)

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2015**

Plans for future periods

a. FUTURE DEVELOPMENTS

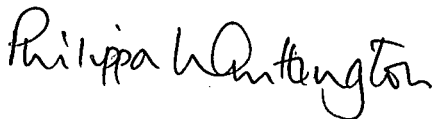
The Academy currently has no specific plans at present.

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 *16 November 2015* and signed on the board's behalf by:



Chair of Trustees

CLIFTON ALL SAINTS ACADEMY

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GOVERNANCE STATEMENT

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 8 times during the year. Attendance during the year at meetings of the board of trustees was as follows:

Trustee	Meetings attended	Out of a possible
Mrs Philippa Whittington, Chair of Trustees	8	8
Reverend Anne Hindle	3	8
Mr Peter Blackmore	7	8
Mr Simon Page-Browne	6	8
Mrs Jayne Dutson-Steinfeld	7	8
Mr Paul Hayward	7	8
Mrs Justine McCarthy	5	8
Miss Charlotte Moncrieff	6	8
Mrs Carol Ward, Head Teacher	7	8
Mrs Kathryn Ward	7	8
Mr Ray Watson	6	8
Mrs Pat Wisby	8	8
Mrs Jean Peacock	5	8

Jean Peacock was appointed as Diocesan Governor from 1st December 2014.

Charlotte Moncrieff and Simon Page both resigned as Foundation Governors in August 2015.

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 Teacher.
-