

Registration number: 07673903

Runwell Community Primary School Academy Trust

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 August 2019



**Runwell Community
Primary School**



Edmund Carr

Chartered Accountants

Edmund Carr LLP
Chartered Accountants & Statutory Auditor
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Runwell Community Primary School Academy Trust

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Runwell Community Primary School Academy Trust

Reference and Administrative Details

Members

Lisa Thompson (resigned 15 March 2019)
Melissa Cookson
Gill Hearsey (resigned 2 April 2019)
Joanne Grace (appointed 9 October 2018 and resigned 22 July 2019)
Nicola Kelly (appointed 9 October 2018)
David Rahi (appointed 2 April 2019)
Clifford Slater (appointed 2 April 2019)

Governors (Trustees)

Sasha Furze, Headteacher & Accounting Officer
Joanne Madders, Company Secretary
Sharon Brooks
Christine Creek (resigned 3 December 2018)
Gill Hearsey (resigned 2 April 2019)
Lynn Barwell (resigned 8 December 2018)
Melissa Cookson
Lisa Thompson (resigned 15 March 2019)
Sue Wise
Jeremy Crook (resigned 11 December 2018)
Joanne Grace (resigned 22 July 2019)
Daniel Jones (resigned 21 May 2019)
Nicola Kelly, Chair Person (Appointed as Chair 2 April 2019)
Ryan Smith (appointed 16 July 2019)
Catherine Hume (appointed 16 July 2019)
Michael Graham (appointed 16 July 2019)
David Rahi (appointed 2 April 2019)
Clifford Slater (appointed 5 February 2019)
Carleeann Barrett (appointed 10 December 2018)

Runwell Community Primary School Academy Trust

Reference and Administrative Details (continued)

Company Secretary	Joanne Madders
Senior Management Team	Lucy Seaman, Deputy Head Joanne Madders, School Business Manager Natasha Hatfield, Leader of KS1 Jacqueline Hampton, Leader of KS2 Sasha Furze, Headteacher Nikki Jupe, Inclusion Manager
Headteacher and Registered Office	Sasha Furze, Runwell Community Primary School Canewdon Gardens Runwell Wickford Essex SS11 7BJ
Company Registration Number	07673903
Auditors	Edmund Carr LLP Chartered Accountants & Statutory Auditor 146 New London Road Chelmsford Essex CM2 0AW
Bankers	Lloyds Bank PLC PO Box 1000 Andover BX1 1LT
Solicitors	Browne Jacobson LLP 44 Castle Gate Nottingham NG1 7BJ

Runwell Community Primary School Academy Trust

Trustees' Report for the Year Ended 31 August 2019

The Trustees present their eighth report and the seventh financial statements and auditors' report of Runwell Community Primary School Academy Trust ("RCPS") for the year ended 31 August 2019. The annual report serves the purposes of both a trustees' report, and a directors' report under company law.

Structure, governance and management

Constitution

The Academy Trust is a company limited by guarantee and is an exempt charity. The charitable company is governed by the rules and regulations set down in its company Memorandum and Articles of Association dated 29th December 2014. The company registration number is 07673903.

The governors act as the trustees for the charitable activities of Runwell Community Primary School and are also the directors of the charitable company for the purposes of company law.

Details of the trustees who served throughout the year except as noted are included in the Reference and Administrative Details on page 1.

Members' liability

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

Trustees' indemnities

The charitable company has purchased governors' and officers' insurance, details of which are shown in note 10 to the financial statements.

Principal Activities

The principal activity of RCPS is currently to run a primary school in Runwell for boys and girls, aged 3 to 11.

It has a capacity of 362 and a roll of 332 (including nursery) in the school census dated 01/10/2018.

RCPS also holds the accreditation for Thames Primary SCITT which offers PGCE and QTS to primary trainee teachers.

RCPS runs a school that was originally a local authority operated school that was founded in 1980 and converted to academy status on 1st August 2011. The charitable company was incorporated on 17th June 2011.

Runwell Community Primary School Academy Trust

Trustees' Report for the Year Ended 31 August 2019 (continued)

Method of recruitment and appointment or election of Trustees

The governing body is responsible for arranging the recruitment of, and for the appointment of, Parent and Community Governors. New governors will be appointed to the board in accordance with the rules and regulations set down in the company Memorandum and Articles of Association.

Nominations for Parents Governors are sought from parents/guardians of pupils at the school. Any contested election is decided by a secret ballot. Nominations for Community Governors may be sought from governors, staff, parents/guardians of pupils at the school and from those in the local community. The nominee must be from the community served by the school. All nominees (Parent or Community) must be committed to the good governance and success of the school.

Where possible, governors are recruited on the skills that they will bring to the governing body based on a proposal to the governing body or based on a proposal to the governing body by representative groups.

Policies and procedures adopted for the induction and training of Trustees

All new governors will meet with the Headteacher, receive a tour of the school and the chance to meet with the staff and pupils. New governors will be allocated an existing governor who will act as a mentor. All governors are provided with copies of policies, procedures, minutes, financial statements and budgets, plans and other documents that they will need to undertake their role.

During the year, governors are offered to attend a variety of training courses, network meetings and conferences, organised by various bodies, in order to ensure that their knowledge and understanding is fully up to date.

Runwell Community Primary School Academy Trust

Trustees' Report for the Year Ended 31 August 2019 (continued)

Organisational structure

The governors are responsible for setting and monitoring the overall strategic direction of the academy trust, approving decisions reserved to governors and appointing key members of staff. The governing body allows for a minimum of 6 Community Governors, 2 Parent Governors and 2 staff Governors (excluding the Headteacher), 1 Headteacher.

The governors meet as a whole body at least six times each year. All decisions reserved to the governors are taken by whole governing body. The Audit Committee is incorporated within the Governing body. Staff governors do not have voting rights in this part of the meeting. They are not allowed to participate unless invited to and may be asked to leave the meeting.

Additionally, ad hoc groups of governors are established to consider specific issues and make recommendations to the full Governing Body.

Details of the governing body structure, governor responsibilities and delegated powers are set out in the Governor Handbook.

The Headteacher is the Accounting Officer and works closely with both the other governors and the senior staff of RCPS.

The day-to-day management of RCPS rests with the Headteacher who has overall responsibility for the school. The Headteacher is responsible for establishing the Senior Leadership Team, including the School Business Manager and the Deputy Head.

Rachael Langdale, Essex Finance Support, was the Responsible Officer and as such provided an oversight role in relation to the systems and processes of control and risk management that operate throughout RCPS.

Arrangements for setting pay and remuneration of key management personnel

Key management personnel include those staff to whom the Governors have delegated significant authority and responsibility in the day-to-day running of the Trust.

Pay and remuneration of key management personnel are decided by a variety of contributory factors, such as the school group size, ISR, the pay scales for each role and the level of experience of each staff member. In addition, pay levels may be affected by nationally agreed pay awards, the ability to recruit and retain in post, all of which are in accordance with the Trust's appointment and pay policies.

All amendments to key management's pay and remuneration are approved by the pay committee and ratified by the full Governing Body.

Runwell Community Primary School Academy Trust

Trustees' Report for the Year Ended 31 August 2019 (continued)

Risk management

The governors have assessed the major risks to which the Academy Trust is exposed. A formal review of the risk management process is undertaken on an annual basis to identify financial, operational, regulatory and reputational risks. In addition, such risks are considered at each meeting of the full governing body. The governors are satisfied that appropriate systems are in place to mitigate any exposure to major risks, and that these are kept under regular review by the senior management team and the governors. However, it is recognised that such systems can only provide reasonable but not absolute assurance that major risks have been managed adequately.

The key controls used by the Academy Trust to identify and manage risk include:

- formal agendas for all committee and board activity;
- terms of reference for all committees;
- comprehensive planning budgeting and management reporting;
- an established organisation structure and clear lines of reporting;
- formal written policies;
- monitoring;
- clear authorisation and approval levels;
- vetting procedures as required by law for the protection of the vulnerable; and
- use of professional services where applicable.

The measures used by the governors to manage financial risk are included in the separate Statement of Internal control.

The governors regularly assess the current key risks RCPS faces. These risks, and the measures in place to manage them, are set out in the Risk Register.

Connected organisations, including related party relationships

The Academy Trust has no relationships to report other than what is included under the section below titled Relationships and Related Parties.

Objectives and Activities

The charitable objectives, for which the charitable company was established, are set down in its Articles of Association as follows:

(a) 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; and

(b) to promote, for the benefit of individuals living in Runwell and the surrounding area who have need by reason of their age, infirmity or disability, financial hardship or social and economic circumstances or for the public at large, the provision of facilities for recreation or other leisure time activities in the interests of social welfare and with the object of improving the condition of life of the said individuals.

The principal activity of RCPS is currently to run a primary school in Runwell for boys and girls. In addition, RCPS holds the accreditation for the Essex and Thames Primary SCITT, a large teacher training organisation which is located at RCPS. The Thames Primary Consortium comprises of around 135 schools in Essex and the role of the SCITT is to train new teachers to work in the Basildon/ Wickford/ Southend/ Brentwood/Newham area. RCPS also works within the community, sharing resources with other schools and the wider community (see "Relationships with Related Parties" below).

Runwell Community Primary School Academy Trust

Trustees' Report for the Year Ended 31 August 2019 (continued)

Public Benefit

The governors have taken The Charity Commission's specific guidance on public benefit (contained within the guidance document "The Advancement of Education for the Public Benefit") into consideration in preparing their statements on public benefit contained within this governors' annual report.

Benefits & Beneficiaries:

In accordance with its charitable objectives, RCPS strives to advance the education of the pupils attending the school. The charitable company's primary beneficiaries are therefore the pupils, and benefits to pupils are provided through continuing to maintain a high standard of education throughout the school. In addition the school aims to benefit the wider community by making available resources, including the school facilities.

Governors' Assessment of Public Benefit:

In order to determine whether or not the charitable company has fulfilled its charitable objectives for public benefit, the governors gather evidence of the success of RCPS's activities. This information is gained in a variety of ways, including through monitoring and regular reports at governing body meetings. Examples of such evidence are set out in the "Impact of Activities & Events and Assessment of Public Benefit" section below.

Impact of Activities & Events and Assessment of Public Benefit

As set out above, the principal activity of RCPS is to provide primary school education for children in Runwell and the surrounding area. The aim of RCPS, which is at the heart of all of its activities, is to be a school;

- where all pupils and staff are encouraged and enabled to reach their full potential in a safe, healthy, caring and stimulating environments;
- that promotes excellence and equality and has high expectations for all pupils and staff;
- where the teaching is of a consistently very high standard;
- that provides a rich, thematic curriculum, which is well planned, and resources;
- that challenges pupils to develop knowledge, skills and aspiring attitudes so they can become confident, independent lifelong learners;
- which maintains very high standards of behaviour in a positive atmosphere;
- which develops mutual respect and tolerance;
- that promotes individual responsibility and accountability and which helps children to develop into thoughtful citizens; and
- that encourages parents to be actively involved in their child's education and the wider school community.

We have recently revised and refreshed our curriculum statement which is outlined below. We have an 'A, B, C' of learning which stands for ASPIRE, BELIEVE, CONNECT - this reflects the attitudes we wish for our pupils to develop for lifelong learning and future success.

Our curriculum intent is for every learner to understand and appreciate what it means to be a 21st century citizen, we wish for our children to develop as globally aware, caring, healthy, creative and enterprising individuals, full of self-belief and confidence. We desire our children to be resilient, respectful and tolerant; all values we believe that our learners will need in order to be successful in meeting the demands of modern society and an ever changing world.

Runwell Community Primary School Academy Trust

Trustees' Report for the Year Ended 31 August 2019 (continued)

We will implement this by providing a skills based, knowledge rich curriculum that centres on the development of 'Mind, Heart and Body'. Our curriculum will provide our children with the opportunity to explore and steer their learning based on the issues that matter to them. Teaching staff will act in the role of 'facilitators of learning', developing a connectedness with our children through meaningful consultation with them. We will seek to develop high quality oracy, literacy, numeracy, technical and creative skills throughout the primary phase by outlining a stepped approach to skills development in each of these areas. We will all go on this journey together with overarching half termly whole school foci for learning.

The impact of this will be that all of our children will experience a curriculum that is fit for purpose and become independent, empowered individuals who see the value of lifelong learning. Our children will develop an insatiable curiosity and the ability to learn from each other. Our learners will leave Runwell knowing the responsibility of their role as global citizens as we shall create collaborators, innovators, leaders and above all else; young people who understand what it means to be human.

Runwell Community Primary School Academy Trust

Trustees' Report for the Year Ended 31 August 2019 (continued)

Strategic Report

Achievements and performance

KS2 - 2019 TEST RESULTS AND TEACHER ASSESSMENT

	SATs Result	SAT Higher	TA	TA Higher
Reading	57%	20%	77%	N/A
Writing	N/A	N/A	50%	17%
Grammar, Punctuation and Spelling	60%	27%	N/A	N/A
Mathematics	60%	10%	N/A	N/A
Combined RWM	33%	7%	N/A	N/A

Progress Measures

Reading

Average +0.24

Confidence interval -2.0 to 2.5

Writing

Average -1.60

Confidence interval -3.6 to 0.4

Maths

Average -1.58

Confidence interval -3.6 to 0.4

KS1 - 2019 TEACHER ASSESSMENT

	Met Expected Standard	Greater Depth
Reading	77%	20%
Writing	64%	11%
Maths	75%	14%

EYFS - TEACHER ASSESSMENT

65% of children reached the 'Good Level of Development' in 2019.

(This data was externally moderated during a visit)

Runwell Community Primary School Academy Trust

Trustees' Report for the Year Ended 31 August 2019 (continued)

Strategic Report

PHONICS DATA 2019

Year 1 - 67%

Year 2 - 55% (These are resits from children who did not pass in Year 1)

These results are reflective of a very difficult year for the school, particularly in KS2 where there were a number of changes in personnel for our Yr 6 pupils. Despite this, pupils made pleasing progress from their starting points as there was a high level of SEND and SEMH needs in this cohort.

Phonics data was also lower than anticipated and this is reflective of long term absence for the Yr 1 teacher in one of the classes, which led to cover being needed in this class.

2020 KS2 data is on track to be much stronger with 80%+ of the cohort already securely on track to meet the expected level.

Ofsted

The school was inspected in March 2018 on a 1 day 'short' inspection and received a letter confirming that we continue to be a good and improving school. We are not expecting re-inspection unless there is a significant trigger.

Runwell Community Primary School Academy Trust

Trustees' Report for the Year Ended 31 August 2019 (continued)

Strategic Report

Relationships with Related Parties

RCPS works with the local and wider community in a number of ways, including:

- **Wickford Extended services**

Wickford is one of the leading areas in the county for the provision of after school, weekend and holiday services to the school children of Wickford. The Extended Schools Co-ordinator, Rachel Voller, organises a wide range of activities for children and facilitates access to an even wider range of services for parents to support them in bringing up their children. The service is based in the Wickford Collaborative Learning Centre, which is also used for the collaborative curriculum run throughout the year by the schools in Wickford. RCPS provides funding from its delegated budget to support this service and offers reduced rates when Extended Services want to use the school facilities to run courses for children.

- **Chelmsford Education Network**

RCPS is part of this network. It is a group of approx. 26 schools, most of which are based in Chelmsford, that work together to further the education provided in the member schools. RCPS receives training and support for school development, plus the network provides specialist academy financial to RCPS's Business Manager.

- **Kids Company**

Kids Company is based at RCPS and use its facilities. Kids Company provides before/after school and holiday childcare that is used by children at RCPS and by those from other schools.

- **Lettings**

A variety of external clubs that serve the local community also use the school facilities. These include: Taoist Tai Chi, Seitou Ryu Karate, Sport 4 Fun.

- **Other**

The school is involved in many community events throughout the year. For example, every year the school provides harvest boxes for the local community and beyond. At harvest time the children bring in food donations, which are packed into boxes and delivered by the children to vulnerable people in the local community. The school choir performs at different events within the local community and the school has a close relationship with the local Parish vicar (who regularly holds assemblies in the school). A Summer fete and Christmas bazaar are held annually that the whole community is invited to attend. There have also been coffee mornings for charity. The school has introduced curriculum events that focus on community engagement, for example our 'Fair Trade' cafes, which are well received and attended. We have also encouraged parents and carers to become more involved in their children's learning by inviting them in to take part in special curriculum focus weeks and also hold mini workshops.

Trade union facility time

No employees of RCPS were trade union officials during the period 1 September 2018 to 31 August 2019.

Going concern

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

Runwell Community Primary School Academy Trust

Trustees' Report for the Year Ended 31 August 2019 (continued)

Strategic Report

Financial review

Financial Outcome of Activities & Events:

The school's accounting period was from 1 September 2018 to 31 August 2019. The operations of the school as an academy began on 1 August 2011. Most of the school's income comes directly from the Education and Skills Funding Agency in the form of recurrent grants, the use of which is restricted to particular purposes. The grants received from the ESFA during the period ending 31 August 2019 and associated expenditure are shown as restricted funds in the financial statements.

The academy received Pupil Premium grants totalling £51,722 and a Sports Grant of £18,310 both of which were spent in accordance with DfE guidelines.

Details of these grants and associated expenditure are also shown as restricted funds in the financial statements.

The school receives unrestricted funds in the form of lettings, catering income and other donations made to the school.

Reserves policy

The governors' policy is to generate reserves to provide funds to continue to enhance the educational facilities and services of the school and to fund future projects. The governors intend to review the reserves policy annually to ensure that this aim can be achieved.

At the balance sheet date, the academy had total reserves of £1,554,910 (2018: £1,911,760), of which £144,244 (2018: £103,313) were free unrestricted reserves.

We have tried to maintain the school's reserves by not drawing down on them due to the current ongoing uncertainties around school funding. Within the budget there have been some overspends in certain areas but this has not impacted on the carry forward total.

Investment policy

The governors' investment powers are set down in the charitable company's Memorandum and Articles of Association, which permit the investment of monies of the charitable company that are not immediately required for its purposes in such investments, securities or property as may be thought fit subject to any restrictions which may from time to time be imposed or required by law.

During the first accounting period the charitable company's current policy was to hold all cash balances on a current account to ensure that the academy is able to meet its day to day cash flow requirements. This policy will continue to be regularly reviewed by the governing body.

Runwell Community Primary School Academy Trust

Trustees' Report for the Year Ended 31 August 2019 (continued)

Strategic Report

Fundraising

RCPS open the school at evenings and weekends for community groups and clubs in order to raise additional funds for the school. The main income generators for the period were Thames Primary Consortium, Taoist Tai Chi, Kids Company and Karate. The governors review and increase letting rates on an annual basis and regularly advertise the school premises for hire. The RCPS Business Manager monitors the income via the debtor control account which is also reviewed by the Headteacher each month.

We have an active parent association, FORS (Friends of Runwell School) who co-ordinate and run a number of fundraising activities for us over the school year. These events are well attended and raise a good amount of money for the school over the year. FORS make donations each year to subsidise the cost of the school residential visits, as well as help to fund projects in the school. This year, they have made contributions towards book purchases for the children, playground equipment and ICT resources for the classrooms.

The academy trust does not use any external fundraisers. All fundraising undertaken during the year was monitored by the Trustees.

Plans for future periods

The School's Strategic Development Plan (SDP) sets out the school's plans for the next three years. The SDP is created with a view to developing the overall effectiveness of the school, with particular regard to Leadership and Management, Teaching Learning and Assessment, Personal Development, Behaviour and Welfare and Premises and Learning Environment. We also have key drivers around Spiritual, Moral, Social and Cultural awareness (SMSC) and Basic Skills Development.

The key areas for development, as set out in the current SDP, are listed under key areas that are evaluated by Ofsted, as well as those that highlight a strong strategic direction for the school to take.