(A Company Limited by Guarantee) Annual Report and Financial Statements for the year ended 31 August 2016

# ACTIVATE LEARNING EDUCATION TRUST (A Company Limited by Guarantee)

**Annual Report and Financial Statements** 

For the year ended 31 August 2016

**Company Registration Number:** 

08707909 (England and Wales)

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## Reference and Administrative Details

Trustees

Sally Dicketts (Chair)

Lee Nicholls (Chief Executive)

Placi Espajo

Grae Laws (appointed 11th July 2016) Rob Pearson (appointed 9th March 2016)

Phil Shadbolt

Rosemary Turner (term ended October 2015)

Anthony Rushworth

Registered Office

Activate Learning Oxpens Road

Oxford

United Kingdom OX1 1SA

Company Registration Number

08707909

Independent Auditor

Mazars LLP

Chartered Accountants and Statutory Auditor

90 Victoria Street

Bristol BS1 6DP

Bankers

Lloyds Bank

Carfax Oxford 1 – 5 High Street

Carfax Oxford OX1 4AA

#### Trustees' Report

The trustees present their annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 August 2016. The annual report serves the purposes of both a trustees' report, and a directors' report under company law.

#### Background

On 1 August 2015 Bicester School joined the Trust (previously known as Bicester Community College). The Trust are also constructing a new school, Bicester Technology Studio, which will accept its first pupils in year 10 and year 12 in September 2016.

#### Structure, Governance and Management

#### Constitution

The Academy Trust is a company limited by guarantee and an exempt charity. The Charitable Company's memorandum and articles of association are the primary governing documents of the Academy Trust.

The trustees of Activate Learning Education Trust are also the directors of the Charitable Company for the purposes of company law.

Details of the trustees that served during the year are included in the reference and administrative details on page 3.

#### 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

There were no known indemnities due in the financial year.

#### **Principal Activities**

The Principal Activity of the Academy Trust is to advance for the public benefit, education in the United Kingdom by establishing, maintaining, managing and developing schools offering a broad and balanced curriculum

In accordance with the articles of association, the Academy Trust has entered into a relevant funding agreement with the Secretary of State. The funding agreement specifies, amongst other things, the basis for admitting students to the academy, the catchment area from which the students are drawn and that the curriculum should be broad and balanced.

#### Method of Recruitment and Appointment or Election of Governors

The Members may appoint up to 10 Trustees provided that in making such appointments the Members shall ensure that nominees of the Industry Partners and Academic Partner form a majority of the total number of Trustees.

The Members may appoint Staff Governors through such process as they may determine, provided that the total number of Trustees (including the Principal) who are employees of the Academy Trust does not exceed one third of the total number of Trustees.

Trustees are inducted and are offered training and mentorship to enable them to enact their duties to the best of their ability.

# Trustees' Report (continued)

#### Organisational Structure

The Trustees shall exercise their powers and functions with a view to fulfilling a largely strategic role in the running of the Academy and shall consider any advice given by the Principal.

The Principal is responsible for the internal organisation, management and control of the Academy; and for advising on and implementing the Academy Trust's strategic framework. In particular the Principal will formulate aims and objectives, policies and targets for the Board to consider adopting.

The role of the Accounting Officer is a personal responsibility for the propriety and regularity of the public finances for which they are answerable; for the keeping of proper accounts; for prudent and economical administration; for the avoidance of waste and extravagance; for ensuring value for money; and for the efficient and effective use of all the resources in their charge.

The Governor trustees of the Academy receive no remuneration other than the reimbursement of evidenced ou of pocket expenses. Staff members who are key to management personnel, other than the principal, have their pay review annually against performance criteria. The Principal's pay is approved by the remuneration committee and is benchmarked against similar roles and size of the organisation within the education sector.

#### Trustees' Report (continued)

#### Risk Management

For the year ended 31 August 2016 the two primary activities of the Academy Trust were to prepare for the conversion of The Bicester School and to conclude a funding agreement with the EFA, and to commence the design and build of Bicester Technology Studio, which is due to open on 1 September 2016.

Therefore, during the financial year, the following were the key risks and risk management strategies:

 The risk of not agreeing a design and build contract for Bicester Technology Studio that was satisfactory to the Academy Trust and the EFA. This was managed through having a dedicated project manager that was responsible for coordinating the contractual negotiations and liaising with the EFA to obtain sign-off on the pre-opening funding arrangements.

Following a successful Initial design process, a construction contract has now been agreed with ISG plc which is fully funded by the EFA.

The risk that the conversion of The Bicester School incurred delays or issues, either procedurally
or in funding negotiations, and the project had to be deferred or cancelled. This was managed
through appointing a dedicated project manager to oversee the procedural and financial
implications of the conversion and to consult directly with the EFA.

The conversion of The Bicester School was successfully completed on 1 August 2015.

#### Objectives and Activities

#### **Objects and Aims**

The Academy Trust's object is 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.

#### Objectives, Strategies and Activities

The Academy Trust intends to ensure that all students go into employment, further/higher education or training. The strategy to achieve this will include strong Alumni with talks from past students inspiring current students.

## Trustees' Report (continued)

#### **Public Benefit**

The vision is for students to be inspired by the relevance and challenge of solving real-life industrial and community problems. They will rapidly gain the confidence and both the technical and personal skills to become the creative contributors on whom our businesses and public services can rely for shaping and driving the future of our society.

## Strategic report

#### Achievements and Performance

Last the year the key achievements of the Academy Trust were to complete the successful conversion of The Bicester School on 1 August 2015 and to continue the design and build process for Bicester Technology Studio on time and within budget in August 2016.

The Academy Trust also secured the appointment of a Principal Designate for Bicester Technology Studio.

#### **Going Concern**

After making appropriate enquiries, the Board of Trustees 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.

#### **Key Financial Performance Indicators**

Key performance indicators have been set to achieve; student recruitment numbers to capacity, good or better teaching and learning, annual student attainment targets and above national average student attendance.

#### Financial Review

During the year the Academy Trust received £4,600,000 of operating grants (General Annual Grant, Start Up Grants and Other DfE/EFA Grants) and £3,441,000 of capital grants towards the construction of Bicester Technology Studio. After incurring operating expenditure of £4,661,000 and capital expenditure, the Academy Trust has retained a surplus of £287,000 to carry forward.

#### Financial and Risk Management Objectives and Policies

The Academy Trust has a Board of Trustees that meets at least termly. The Board will in due course appoint a finance committee that will have lead responsibility for considering a risk management register and ensuring that key risks are addressed. For the year under review, this responsibility was undertaken by the Board. The Academy Trust has a full set of financial policies required to meet its obligations.

#### Principal Risks and Uncertainties

The biggest future risk to the Academy Trust is student recruitment. The Academy Trust continues to dedicate time and resources (physical and financial) to a robust marketing strategy. Failure to recruit enough students will result in financial claw back from the EFA which could potentially damage the Academy Trust's longer term financial planning; thus being unable to meets its aims

Trustees' Report (continued)

#### Reserves Policy

The Trustees have reviewed the reserves of the Academy Trust. This review encompassed the nature of income and expenditure streams, the need to match them with commitments and the nature of reserves. The level of reserves will be kept under review by the Trustees.

#### **Investment Policy**

The Academy Trust holds no investments. Cash is deposited in the bank.

#### Plans for Future Periods

The Academy Trust's plans for the coming and future periods include:

- Migrating UTC Oxford and UTC Reading into the Academy Trust, which consists of The Bicester School and Bicester Technology Studio
- Further expansion on the Academy Trust in size in the future
- A clear focus on school improvement

#### Funds held as Custodian Trustee on behalf of others

There are no assets being held.

#### **Auditor**

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware;
- 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.

The Trustees' Report, incorporating a strategic report, was approved by order of the board of trustees, as the company directors, on 20 December 2016 and signed on the board's behalf by:

Sally Dicketts
Chair of Trustees

#### **Governance Statement**

#### Scope of Responsibility

As trustees, we acknowledge we have overall responsibility for ensuring that The Academy Trust 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 Chief Executive, as Accounting Officer, for ensuring financial controls conform to 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 Academy Trust 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 has formally met three times during the year. Attendance during the year at meetings of the board was as follows:

Trustee	Meetings Attended	Out of a possible
Sally Dicketts	4	4
Lee Nicholls	4	4
Rob Pearson	1	1
Grae Laws	1	1
Placi Espajo	4	4
Rosemary Turner	1	1
Phil Shadbolt	2	4
Antony Rushworh	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 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 Academy Trust for the year ended 31 August 2016 and up to the date of approval of the annual report and financial statements.

#### 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.

#### **Governance Statement** (continued)

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 year ending 31 August 2016 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 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 Board of Trustees;
- regular reviews by the Board of Trustees 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 will in due course appoint a finance committee to ensure that sufficient review and checks are carried out on the Academy Trust's financial systems. The finance committee will report to the Governing Body on the operation of the systems of control and on the discharge of the Board of Trustees financial responsibilities.

#### **Review of Effectiveness**

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

The Accounting Officer has been advised of the implications of the result of the above reviews and a plan to address weaknesses and ensure continuous improvement of the system is in place.

#### **Governance Statement** (continued)

#### Review of Value for Money

As accounting officer the Chief Executive 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 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 by:

- Achieving an environment where grant funds are spent effectively and within budgetary constraints to ensure proper use of public funds. This includes capital and operating expenditure;
- Maximising synergies between academy members of the Academy Trust to enable every student to achieve their potential; and
- Procuring scalable and effective central services and overheads provision to ensure that the Academy Trust can maximise its expenditure on curriculum activities.

Approved by order of the members of the Board of Trustees on 20 December 2016 and signed on its behalf by:

Chair of Trustees

Lee Nicholls

**Accounting Officer** 

## Statement on Regularity, Propriety and Compliance

As accounting officer of Activate Learning Education Trust I have considered my responsibility to notify the academy trust board of trustees and the Education Funding Agency of material irregularity, impropriety and non-compliance with EFA terms and conditions of funding, under the funding agreement in place between the academy trust and the Secretary of State for Education. As part of my consideration I have had due regard to the requirements of the Academies Financial Handbook.

I confirm that I and the academy trust 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.

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 EFA.

Lee Nicholls

**Accounting Officer** 

#### Statement of Trustees' Responsibilities

The trustees (who act as governors of Activate Learning Education Trust and are also the directors of the charitable company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with the Annual Accounts Requirements issued by the Education Funding Agency, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the governors are required to:

- · select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 and the Academies accounts Direction 2015 to 2016;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed as per FRS102, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The 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 financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

The 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 financial statements may differ from legislation in other jurisdictions.

Approved by order of the members of the Board of Trustees on 20 December 2016 and signed on its behalf by:

Sally Dicketts
Chair of Trustees

# Independent Auditor's report for the members of Activate Learning Education Trust

We have audited the financial statements of Activate Learning Education Trust for the year ended 31 August 2016 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and the Academies Accounts Direction 2015 to 2016 issued by the Education Funding Agency.

#### Respective responsibilities of governors and auditors

As explained more fully in the Trustees' Responsibilities Statement set out on page 12, the trustees (who are also the Directors of the charitable company for the purposes of company law and trustees for the purposes of charity law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors. This report is made solely to the charity's members as a body. Our audit work has been undertaken so that we might state to the charity'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 charity and the charity's members as a body for our audit work, for this report, or for the opinions we have formed.

#### Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's web-site at <a href="https://www.frc.org.uk/auditscopeukprivate">www.frc.org.uk/auditscopeukprivate</a>.

#### Opinion on the financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2016 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 the Academies Accounts Direction 2015 to 2016 issued by the Education Funding Agency.

#### Opinion on the other matter prescribed by the Companies Act 2006

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

Independent Auditor's report for the members of Activate Learning Education Trust (continued)

#### Matters on which we are required to report by exception

We report to you if, in our opinion:

- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- e 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.

We have nothing to report in these respects.

**Richard Bott** 

(Senior Statutory Auditor)
For and on behalf of Mazars LLP
Chartered Accountants and Statutory Auditor
90 Victoria Street
Bristol
BS1 6DP

22/12/16

Independent Reporting Accountant's Assurance Report on Regularity to the Governing Body of Activate Learning Education Trust and the Education Funding Agency

In accordance with the terms of our engagement letter dated September 2016 and further to the requirements of the Education Funding Agency (EFA) as included in the Academies Accounts Direction 2015 to 2016, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by Activate Learning Education Trust during the period 1 September 2015 to 31 August 2016 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 Activate Learning Education Trust and the EFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to Activate Learning Education Trust and the EFA those matters we are required to state to it 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 Activate Learning Education Trust and the EFA, for our work, for this report, or for the conclusion we have formed.

# Respective responsibilities of Activate Learning Education Trust accounting officer and the reporting accountant

The accounting officer is responsible, under the requirements of Activate Learning Education Trust funding agreement with the Secretary of State for Education dated 28 January 2011 and the Academies Financial Handbook, extant from 1 September 2015, 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 2015 to 2016. 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 2015 to 31 August 2016 have not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

#### Approach

We conducted our engagement in accordance with the Academies Accounts Direction 2015 to 2016 issued by the EFA. We performed a limited assurance engagement as defined in our engagement letter. The objective of a limited assurance engagement is to perform such procedures as to obtain information and explanations in order to provide us with sufficient appropriate evidence to express a negative conclusion on regularity.

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

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

Independent Reporting Accountant's Assurance Report on Regularity to the Governing Body of Activate Learning Education Trust and the Education Funding Agency (continued)

A summary of the work we have undertaken is as follows:

- Planned our assurance procedures including identifying key risks;
- Carried out sample testing on controls;
- Carried out substantive testing including analytical review; and
- Concluded on procedures carried out.

#### 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 2015 to 31 August 2016 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

Reporting Accountant Mazars LLP

Cayur,

Date 22/11/16

# Statement of Financial Activities for the period ended 31 August 2016

(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

		Unrestricted Funds	Restricted General Funds	Restricted Fixed Asset Funds	Total 2016	Total 2015
Income and endowments from:	Note	£000	£000	£000	£000	£000
Donations and capital grants	3			3,441	3,441	252
Transfer from Local Authority on conversion Charitable activities:		<del>-</del>	4		•	20,128
Funding for the academy trust's						
educational operations	4	U <u>SI</u> (	4,600		4,600	687
Other trading activities	5	149	<b>2</b>	¥	149	Æ:
Total		149	4,600	3,441	8,190	21,067
Expenditure on: Charitable activities:						
Academy trust educational operations	6	122	4,661	351	5,134	469
Total	12	122	4,661	351	5,134	469
Net income / (expenditure)		27	(61)	3,090	3,056	20,598
Transfers between funds			(128)	128	-	-
Other recognised gains / (losses):						
Actuarial (losses) / gains on defined						
benefit pension schemes	14	-	(818)	20	(818)	(10)
Net movement in funds		27	(1,007)	3,218	2,238	20,588
Reconcillation of funds						
Total funds brought forward		140	(659)	21,337	20,678	90
Total funds carried forward	-	27	(1,666)	24,555	22,916	20,678

All of the Academy's activities derive from continuing operations during the above financial period.

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

# Balance sheet as at 31 August 2016

	Notes	2016 £'000	2016 £'000	2015 £'000	2015 £'000
Fixed assets					
Tangible assets	11		24,555		21,337
Current assets					
Debtors	12	181		94	
Cash at bank and in hand		475		433	
		656		527	
Liabilities					
Creditors: Amounts falling due within one year	13	(369)		(183)	
Net current assets			287		344
Net assets excluding pension liability			24,842		21,681
Defined benefit pension scheme liability	21		(1,926)		(1,003)
Total net assets		e E	22,916	9	20,678
Funds of the academy trust:					
Restricted funds					
Fixed asset fund	14	24,555		21,337	
General fund	14	260		344	
Pension reserve	14	(1,926)		(1,003)	
Total restricted funds			22,889		20,678
Unrestricted income funds			27		-
Total funds			22,916		20,678

The financial statements on pages 18 to 35 were approved by the Trustees, and authorised for issue on the  $20^{th}$  December 2016 and are signed on their behalf by:

Lee Nicholls

Chair of Trustees

# Cash flow statement for the year ended 31 August 2016

	Note	2016 £'000	2015 £'000
Net cash provided by (used in) operating activities Cash flow from investing activities	17 18	170 (128)	343
Change in cash and cash equivalents in the reporting period		42	343
Cash and cash equivalents at 1 September 2015		433	90
Cash and cash equivalents at 31 August 2016	19	475	433

#### Notes to the Financial Statements for the year ended 31 August 2016

#### 4 Statement of Accounting Policies

#### Basis of Preparation

The financial statements 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 (FRS102), 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 (FRS102)), the Academies Accounts Direction 2015 to 2016 issued by EFA, the Charities Act 2011 and the Companies Act 2006.

Activate Learning Education Trust meets the definition of a public benefit entity under FRS 102.

#### 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 may cast significant doubt on the ability of the 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 financial statements and have concluded that the academy trust has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the academy trust's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

The trustees have reviewed the Financial Statements which incorporates the Statement of Financial Activities, Balance sheet, Cash flow and balanced budget and are confident the Trust will continue as a going concern..

#### Income

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

#### Grants receivable

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

General Annual Grant is recognised in full in the year for which it is receivable and any unspent amount is reflected as a balance in the restricted general fund. Capital grants are recognised when receivable and are not deferred over the life of the asset on which they are expended. Unspent amounts of capital grant are reflected in the balance sheet in the restricted fixed asset fund.

#### Sponsorship income

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

#### Donations

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

Notes to the Financial Statements for the year ended 31 August 2016 (continued)

#### 1 Statement of Accounting Policies (continued)

#### Other income

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

#### Donated Services and gifts in kind

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

#### Expenditure

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

#### Costs of generating funds

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

#### Charitable activities

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

#### Governance Costs

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

All resources expended are inclusive of irrecoverable VAT.

#### Tangible Fixed Assets

Assets costing £1,000 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. The related grants are credited to a restricted fixed asset fund in the Statement of Financial Activities and carried forward in the Balance Sheet. Depreciation on such assets is charged to the restricted fixed asset fund in the Statement of Financial Activities so as to reduce the fund over the useful economic life of the related asset on a basis consistent with the Academy Trust's depreciation policy.

# Notes to the Financial Statements for the year ended 31 August 2016 (continued)

#### 1 Statement of Accounting Policies (continued)

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 basis over its expected useful life as follows:

Freehold and Leasehold Buildings 50 years

Motor Vehicles 4 years

Fixtures, Fittings and Equipment 5 years

ICT equipment 3 years

Furniture 10 years

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.

#### Leased Assets

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

#### Stock

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

#### Taxation

The Academy Trust is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Academy Trust is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2011 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.

#### 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, are contracted out of the State Earnings-Related Pension Scheme ('SERPS'), and the assets are held separately from those of the Academy Trust.

The TPS is an unfunded scheme and contributions are calculated so as to spread the cost of pensions over employees' working lives with the Academy Trust in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary on the basis of quinquennial valuations using a prospective benefit method. As stated in Note 20, the TPS is a multi-employer scheme and the Academy Trust is unable to identify its share of the underlying assets and liabilities of the scheme on a consistent and reasonable basis. The TPS is therefore treated as a defined contribution scheme and the contributions recognised as they are paid each year.

# Notes to the Financial Statements for the year ended 31 August 2016 (continued)

## 1 Statement of Accounting Policies (continued)

#### **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 the Education Funding Agency where the asset acquired or created is held for a specific purpose.

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

#### 2 General Annual Grant (GAG)

Under the funding agreement with the Secretary of State the academy trust is not subject to limits at 31 August 2016 on the amount of GAG that can be carried forward from one year to the next.

#### 3 Donations and capital grants

	Unrestricted Funds	Restricted Funds	Total 2016	Total 2015
	2000	£000	£000	£000
Capital Grants		3,441	3,441	252
Donations				
		3,441	3,441	252

#### 4 Funding for the Academy's educational operations

	Unrestricted Funds £000	Restricted Funds £000	Total 2016 £000	Total 2015 £000
DfE / EFA grants				
General Annual Grant (GAG)		4,318	4,318	355
Start up Grant				132
Other DfE/EFA grants	-	282	282	200
0 10	-	4,600	4,600	687

# Notes to the Financial Statements for the year ended 31 August 2016 *(continued)*

## 5 Other trading activities

	Unrestricted Funds £000	Restricted Funds £000	Total 2016 £000	Total 2015 £000
Uniform Sales / SundryIncome	67	*	67	
Catering Income	82	ж	82	-
	149	*	149	-

## 6 Expenditure on raising funds

	Staff Costs	Non Pay Exp	penditure	Total	Total
		Premises	Other	2016	2015
	£000	£000	£000	£000	£000
Academy's educational operations:					
. Direct costs	3,157	·	247	3,404	229
. Allocated support costs	662	264	804	1,730	240
	3,819	264	1,051	5,134	469

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	2016	2015
	£000	£000
Depreciation	351	29
Fees payable to auditor for:		
- audit	3	2

# Notes to the Financial Statements for the year ended 31 August 2016 *(continued)*

# 7 Charitable activities - Academy's educational operations

	Total 2016 £000	Total 2015 £000
Direct costs – educational operations Support costs – educational operations	3,404 1,730	229 240
	5,134	469

Analysis of support costs	Educational	Total	Total
	operations	2016	2015
	£000	£000	£000
Support staff costs	663	663	83
Depreciation	351	351	29
Technology costs	95	95	12
Premises costs	264	264	17
Other support costs	357	357	81
Governance costs			18
Total support costs	1,730	1,730	240

# Notes to the Financial Statements for the year ended 31 August 2016 *(continued)*

#### 8 Staff costs

Total	Total
2016	2015
£000	£000
2,890	230
238	17
692	53
3,820	300
33	9
3,853	300
	2016 £000 2,890 238 692 3,820

#### Staff numbers

The number of persons employed by the academy during the period was as follows:

	2016	2015
	No.	No.
Teachers	17	20
Administration and support	5	5
Management	2	2
	24	27

#### Higher paid staff

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

	2016	2015
	No.	No.
£60,001 - £70,000	1	1
£70,001 - £80,000	1	1

#### **Key Management Personnel**

The key management personnel of the academy trust comprise the trustees and the senior management team as listed on page 3. The total amount of employee benefits (including employer pension contributions) received by key management personnel for their services to the academy trust was £181,784 (2015: £14,071).

# Notes to the Financial Statements for the year ended 31 August 2016 (continued)

#### 9 Related Party Transactions - Trustees' Remuneration and Expenses

During the year the Trust paid £200,756 in respect of shared services received from the lead sponsor, Activate Learning, of which 2 trustees are executive directors. The services were all provided at arms length and in accordance with the Academy's financial regulations and normal procurement procedures in note 22. No related party transactions involving the trustees took place in 2016 and no Trustee received any remuneration or expenses in the year

#### 10 Trustees' and Officers' insurance

In accordance with normal commercial practice the Academy Trust purchases insurance to protect trustees and officers from claims arising from negligent acts, errors or omissions occurring whilst on Academy business. The insurance provides cover up to £5,000,000 (in the aggregate) and the cost is included in these accounts at £21,700.

#### 11 Tangible Fixed assets

	Freehold and Leasehold Land and Buildings £'000	Assets held under Construction £'000	Computer Equipment	Total £'000
Cost or valuation				
At 1 September 2015	21,114	252	<u> </u>	21,366
Additions	200	3,441	128	3,569
At 31 August 2016	21,114	3,693	128	24,935
Accumulated Depreciation				
At 1 September 2015	29		: 2	29
Charge in the year	346	1/22	5	351
At 31 August 2016	375	(#)	5	380
Net book value				
At 31 August 2016	20,739	3,693	123	24,555
At 31 August 2015	21,085	252	( <b>e</b> .)	21,337
	Print the second			THE RESERVE OF THE PARTY OF THE

Notes to the Financial Statements for the year ended 31 August 2016 *(continued)* 

#### 12 Debtors

	2016	2015
	£'000	£'000
Trade debtors	37	89
Prepayments and accrued income	27	•
VAT recoverable	115	1
Other debtors	2	4
	181	94

#### 13 Creditors: amounts falling due within one year

	2016	2015
	£'000	£'000
Trade creditors	169	36
Other taxation and social security	(1)	110
Accruals and deferred income	99	37
Sundry creditors	102	_
	369	183

Included in accruals and deferred income is deferred income of £21,000 relating to income received from the SFA. The amount is made up as follows:

	2016	2015
	£'000	£'000
Resources deferred in the year	21	72
	21	7.

# Notes to the Financial Statements for the year ended 31 August 2016 (continued)

14 Funds	Balance at 1 September 2015 £000	Income £000	Expenditure £000	Gains, losses and transfers £000	Balance at 31 August 2016 £000
Restricted general funds				•	
General Annual Grant (GAG)	29	4,317	(4,453)	v <del>.</del>	(107)
Start up Grant	132	2		X	132
Pupil Premium	5#C	147	(133)	(23)	(9)
Other grants	<b>18</b> 3	136	(75)	-	244
Pension reserve	(1,003)	199	848	(923)	(1,926)
	(659)	4,600	(4,661)	(946)	(1,666)
Restricted fixed asset funds					
DfE/EFA capital grants	252	3441	(3,569)	3,697	3,821
Transfer on Conversion	21,085		(351)	*	20,734
	21,337	3441	(3,920)	3,697	24,555
Total restricted funds	20,678	8,041	(8,581)	2,751	22,889
Total unrestricted funds		149	(122)	*	27
Total funds	20,678	8,190	(8,703)	2,751	22,916

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

#### Restricted General Funds

This fund relates to grant received from the EFA for the running costs of the UTC. 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 2016.

#### Restricted Asset Funds

This relates to funding received from the EFA for capital expenditure prior to the opening of the UTC.

#### Unrestricted Funds

This relates to funds generated from other income including lettings.

# Notes to the Financial Statements for the year ended 31 August 2016 (continued)

#### 15 Analysis of net assets between funds

Fund balances at 31 August 2016 are represented by:

	Unrestricted Funds	Restricted General Funds	Restricted Fixed Asset Funds	Total Funds
	£000	£000	£000	£000
Tangible fixed assets	<del>#</del>	; <del>=</del> ?′	24555	24,555
Current assets	27	629	1/2/	656
Current liabilities	10e	(369)	( <del>) (</del> )	(369)
Pension scheme liability	i e	(1926)		(1926)
Total net assets	27	(1,666)	24,555	22,916

# 16 Capital Commitments 2016 2015 £'000 £'000 Contracted for, but not provided in the financial statements

# Notes to the Financial Statements for the year ended 31 August 2016 *(continued)*

# 17 Reconciliation of net income to net cash inflow from operating activities

	2016	2015
	£'000	£'000
Net expenditure for the reporting period	3,056	20,598
Adjusted for:		
Depreciation charges	351	29
Capital grants from DfE and other capital income	(3,441)	21,366
Defined benefit pension scheme obligation inherited	-	986
Defined benefit pension scheme cost less contributions payable	67	7
Defined benefit pension scheme finance cost	38	
(Increase)/decrease in debtors	(87)	(94)
Increase/(decrease) in creditors	186	183
Net cash provided by Operating Activities	170	343

#### 18 Capital expenditure and financial investment:

	2016	2015
	£'000	£'000
Purchase of tangible fixed assets	(3,569)	(252)
Capital grants from DfE/EFA	3,441	252
Net cash outflow from capital expenditure and financial investment	(128)	

#### 19 Analysis cash and cash equivalents

	At 1 August 2015	Cash Flows	At 31 August 2016
	£'000	£'000	£'000
Cash in hand and at bank	433	42	475

#### 20 Members' liability

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

# Notes to the Financial Statements for the year ended 31 August 2016 (continued)

#### 21 Pension and similar obligations

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

The pension costs are assessed in accordance with the advice of independent qualified actuaries. The latest actuarial valuation of the TPS was 31 March 2012 and of the LGPS 31 March 2013.

There were no outstanding or prepaid contributions at either the beginning or the end of the financial year.

#### Teachers' Pension Scheme (TPS)

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pensions Regulations (2010) and, from 1 April 2014, by the Teachers' Pension Scheme Regulations 2015. Membership is automatic for full-time teachers in academies and, from 1 January 2007, automatic for teachers in part-time employment following appointment or a change of contract, although they are able to opt out.

The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis – these contributions along with those made by employers are credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

#### Valuation of the Teachers' Pension Scheme

Not less than every four years 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. 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 2012 and in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014. The valuation report was published by the Department for Education on 9 June 2014. The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 16.48% of pensionable pay (including a 0.08% employer administration charge (currently 14.1%))
- total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £191,500 million, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £176,600 million giving a notional past service deficit of £14,900 million

# Notes to the Financial Statements for the year ended 31 August 2016 *(continued)*

#### 21 Pension and similar obligations (continued)

- an employer cost cap of 10.9% of pensionable pay will be applied to future valuations
- the assumed real rate of return is 3.0% in excess of prices and 2% in excess of earnings. The rate of real earnings growth is assumed to be 2.75%. The assumed nominal rate of return is 5.06%.

During the year the employer contribution rate was 14.1%. The TPS valuation for 2012 determined an employer rate of 16.4% from September 2015, which will be payable during the implementation period until the next valuation as at March 2016, whereupon the employer contribution rate is expected to be reassessed and will be payable from 1 April 2019.

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

#### Local Government Pension Scheme (LGPS)

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

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.

Principal Actuarial Assumptions	At 31 August 2016	At 31 August 2015
Rate of increase in salaries	4.00%	4.40%
Rate of increase for pensions in payment/inflation	2.80%	2.90%
Discount rate for scheme liabilities	5.90%	5.80%
Inflation assumption (CPI)	2.70%	2.90%
Commutation of pensions to lump sums	50.00%	50.00%

# Notes to the Financial Statements for the year ended 31 August 2016 (continued)

#### 21 Pension and similar obligations (continued)

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

	At 31 August 2016	At 31 August 2015
Retiring today Males	23.3	23.3
Females	25.8	25.7
Retiring in 20 years		05.5
Males	25.6	25.5
Females	28.1	28.0
The academy's share of the assets in the scheme were:	Fair value at 31 August 2016 £000	Fair value at 31 August 2015 £000
Equity instruments	614	426
Debt instruments	152	101
Property	67	44
Other	105	74
Total market value of assets	938	645
The actual return on scheme assets was £109,000 (2015: £100,0	000).	
Amounts recognised in the statement of financial activities		
<del></del>	2016	2015
	£000	£000
Ourself carries and (not of application contributions)	(211)	(17)
Current service cost (net of employee contributions)	(211)	(17)
Total operating charge	(211)	(17)

# Notes to the Financial Statements for the year ended 31 August 2016 *(continued)*

# 21 Pension and similar obligations (continued)

Changes in the present value of defined benefit obligation	tions were as follows:	
	2016	2015
	£'000	£'000
At 1 September	1,648	1,666
Current service cost	211	17
Interest cost	67	5
Employee contributions	44	4
Actuarial (gain)/loss	898	(44)
Benefits paid	(4)	8
At 31 August	2,864	1,648
	2016 £'000	2015 £'000
	£,000	£.000
At 1 September	645	680
Interest income	29	3
Return on plan assets (excluding net interest on the net defined pension liability)	80	(54)
Employer contributions	145	12
Administrative Expenses	(1)	-
Employee contributions	44	4
Benefits paid	(4)	-
At 31 August	938	645

# Notes to the Financial Statements for the year ended 31 August 2016

## (continued)

#### 22 Related Party Transactions

Owing to the nature of the Academy'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 a trustee has an interest. All transactions involving such organisations are conducted at arm's length and in accordance with the Academy's financial regulations and normal procurement procedures. No such related party transactions took place in the period of account.

There were no Trustees' reimbursements during the year.

During the year the ALET paid £200,756 in respect of services received from the lead sponsor, Activate Learning, of which 2 trustees are executive directors. The services were all provided at arm's length and in accordance with the Academy's financial regulations and normal procurement procedures.

#### 23 Operating Lease Commitments

The ALET has non-cancelable operating lease commitments, as at 31 August 2016, as follows:

	2016	2015
	£'000	£'000
Expiring within one year	13	2
Expiring between one and two years	10	H
Expiring after two years		50
	23	50
	**************************************	The state of the s

