**Weatherfield Academy**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**FOR THE YEAR ENDED 31 AUGUST 2015**

**DIRECTORS** Mr P J Gilliam\*

Mr T Rix\*

Mrs J Hunt\*

Mr M Partridge

Mr I Lloyd

Dr R Robinson\*

Mrs K Morris

Mr J Selmes\*

Mrs K Dicks

Mr F Williams

Mrs J Hoare

Mr J Swain

* Members of the Finance and Staffing Committee

COMPANY SECRETARY Ms P Taylor

REGISTERED OFFICEBrewers Hill Road

Dunstable

LU6 1AF

**REGISTERED COMPANY NUMBER** 07939260 (England and Wales)

**AUDITORS** Stoten Gillam Limited

Chartered Accountants

& Registered Auditors

Alban House

99 High Street

Dunstable

Bedfordshire

LU6 2SF

SOLICITORS Anthony Collins LLP

134 Edmund Street

Birmingham

B3 2ES

**WEATHERFIELD ACADEMY**

**REFENCE AND ADMINISTRATIVE DETAILS**

**FOR THE YEAR ENDED 31 AUGUST 2015**

**ADVISORS** Lloyds Bank PLC

12-14 High Street North

Dunstable

Bedfordshire

LU6 1JY

Barclays Bank PLC

16 High Street North

Dunstable

Bedfordshire

LU6 1JZ

**WEATHERFIELD ACADEMY**

**REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31 AUGUST 2015**

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) ‘Accounting and Reporting by Charities’ issued in March 2005 and the Academies Accounts Director issued by the Education Funding Agency.

The trust operates a Special Academy for SEND pupils aged 7 – 18 with Complex Needs serving the Central Bedfordshire Authority catchment area. It has a pupil of capacity of 124 and had a roll of 127 in the school census in January 2016

**WEATHERFIELD ACADEMY**

**REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31 AUGUST 2015**

**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 Weatherfield Academy Trust Limited are also directors of the charitable company for the purpose of company law. The charitable company is known as Weatherfield Academy.

Details of the trustees who served during the year 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 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.

**Policies and procedures adopted for the recruitment and training of Trustees**

The Governing Body and the Head teacher believe it is essential that all new governors receive a comprehensive induction package to cover a broad range of issues and topics. There is a commitment to ensure that new governors are given the necessary information and support to fulfil their role with confidence. The process is seen as an investment, leading to more effective governance and retention of governors.

In order to achieve this, new Trustees will:

1. Be a serving member of the governing body.
2. Be appointed a serving Trustee as a mentor.
3. Be sent a letter by the Chair of Governors welcoming the new Trustee and giving details of the process for meeting their mentor, dates of future meetings and location of details.
4. Meet with the Chair of Governors who will give a new trustee the ‘Information for Governors’ folder and other information as required.
5. Be contacted by the Head teacher to arrange a visit to the school to include a tour of the school, meet staff and students.
6. Be invited to an informal meeting with the Head teacher who will cover the background to the school and current issues facing the school.
7. Meet with their mentor to go through the documentation received, go through the work of committees, discuss new governor training and discuss any queries, etc.
8. Meet with their mentor periodically.

A comprehensive checklist will also be completed to ensure the above has been achieved; this will be retained by both the newly appointed trustee and the Chair of Governors.

**Organisational Structure**

The governors of the academy trust are responsible for setting policies to be used within the trust. Each of the governors form part of the trust’s three committees, Finance and Staffing, Curriculum and Health & Safety. Each committee has its own Terms of Reference which helps to aid the policy making process and outlines the specific responsibilities of each committee.

The current organisation structure consists of the Trustees, Governors, the Senior Leadership Team, the Senior Management Team and Departmental Heads. The Leadership Team consists of the Head teacher, the Deputy Head and the Assistant Head teacher.

**Connected organisations, including related party relationships**

The Academy Trust has no connected organisations or related party relationships so is therefore not exposed to any impact this may have on operating policies of the trust.

The identified risks to which the Academy is exposed have been identified and systems and procedures have been agreed are regularly monitored and plans put in place to manage or mitigate those risks.

**WEATHERFIELD ACADEMY**

**REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31 AUGUST 2015**

**OBJECTIVE AND ACTIVITIES**

**Objective and aims**

The principal object of the Academy is to provide education without prejudice to all SEND pupils allocated a place in the academy and its aims can be summarised below:

1. To ensure the safeguarding of the pupils at Weatherfield Academy.
2. To have focus on life skills, especially the skills of learning to learn.
3. To use teaching and learning approaches that develops personal qualities.
4. To promote independence, creativity and enterprise in young people.
5. To use new technologies to extend the possibilities of when and where learning takes place and who is involved in the learning process, as well as what and how learners learn.
6. To use creative learning as a cornerstone for engagement and problem solving.
7. To link learning to daily issues, citizenship and community action, and give learning an international dimension.
8. To teach students the skills of team and independent working.
9. To ensure our students are considerate, confident individuals who become increasingly independent and are able to take initiative and organise themselves.
10. To link learning to the community so transition from Weatherfield Academy is seamless and purposeful.

**WEATHERFIELD ACADEMY**

**REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31 AUGUST 2015**

**OBJECTIES AND ACTIVITIES**

**Objectives, strategies and activities**

Through an analysis and evaluation of feedback from staff training days, departmental and pastoral reviews, leadership and governor meetings, the following were identified as the key areas for development during the year 2015:

1. To develop the post 16 curriculum with regard to the overall accreditation in Key Stage 4. This is to be embedded as a priority to include review and evaluation of use of B Square assessment tool, using data to impact upon learning outcomes.
2. To promote learning and achievement in literacy as the cornerstone for a young person’s future success.
3. To ensure up to date learning facilities, resources and an environment that enhances learning.
4. Ensuring we all do that we can to generate additional opportunities for pupils through our business links and maximise our learning potential at Weatherfield Academy.
5. Continuing to focus on curriculum developments, curriculum delivery and staffing implications to include,
   1. Learning Ladder assessment
   2. 14-19 curriculum accreditation
   3. ‘Sounds-Write’ training for all support staff and teachers
   4. Business links to promote pupil achievement and opportunity
   5. Provision mapping of pupil interventions
6. Development of business and communication programme including:
   1. Management training
   2. Parent outreach
   3. Community/business meetings
   4. Work placements for pupils
7. Addressing issues related to behaviour management including low level disruption, consistent application of policies and procedures, implementation of new protocols, rewards and sanctions reducing fixed term exclusion rate.
8. Professional development of staff across all areas of the academy.
9. Strengthening partnerships with trustees, governors and the business community.

**Public benefit**

Trustees are clear that the Academy has the charitable purpose of the advancement of education. In exercising their power and duties, Trustees have taken due regard to the two clear principles of public benefit published by the Charities Commission and the major factors within those principles.

**WEATHERFIELD ACADEMY**

**REPORT OF THETRUSTEES**

**FOR THE YEAR ENDED 31 AUGUST 2015**

**STRATEGIC REPORT**

**ACHIEVEMENT AND PERFORMANCE**

**Key financial performance indicators**

The majority of the Academy’s income is obtained from the EFA in the form of recurrent grants, the use of which is restricted to particular purposes. The grants received from the EFA during the academic year ended 31st August 2015 and the associated expenditure is shown as restricted funds in the statement of financial activities.

During the academic year ended 31st August 2015, the total recurrent grant funding from the EFA, together with the other incoming resources exceeded the total expenditure. The excess of income over expenditure for the year (excluding restricted fixed assets funds) was £12,000.

A ‘Good’ Ofsted report has been used as a springboard from which to develop further, giving evidence to the progress of the Academy and the value for money for the education offered. Attendance figures at 93.7% are substantially above those of other special academies [88% nationally]. Pupil numbers continue to be on an upward trend, some 28% higher than those prior to conversion.

**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.

**Financial Review**

Weatherfield Academy is funded via recurrent grants from the EFA, per pupil, for each of the SEND pupils in the Academy. This is then added to via a top up from the local authority from which the pupil is placed. A budget is set and during our time as an academy has been very accurate in predicting our annual spend.

The Academy holds reserves that enable the educational future of the pupils to be secure in the case of any unforeseen emergency work needed to keep the site open.

**Reserves Policy**

The purpose of the reserve policy for Weatherfield Academy is to ensure the stability of the Academy’s organisational operations, to protect it so that it has the ability to adjust quickly to financial circumstances, such as large unbudgeted expenditure, cyclical maintenance and working capital.

This policy has been reviewed using advice from Lloyds Bank PLC and through discussions with the trustees.

**Investment Policy**

The Academy does not hold and investment portfolio and has no plans to do so.

**Principle risks and uncertainties**

Any risks posed to Weatherfield Academy have been identified via two workstations. The first, disruption to the education of pupils, has been assessed via an Emergency Contingency Planning and Risk Management document. The second, long term disruption, has been assessed via RPA Government backed Insurance and Local Authority planning. Both of these areas are discussed and updated regularly looking at the risks below:

* Site closure
* Fire damage
* Flood
* Utilities service disruption
* Terrorism
* National epidemic
* Weather hazards

**WEATHERFIELD ACADEMY**

**REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31 AUGUST 2015**

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**PLANS FOR FUTURE PERIODS**

Through an on-going analysis and evaluation of feedback from staff training days, line management meetings, departmental and pastoral reviews, as well as leadership and Governor Meetings and Development Days, the following have been identified as the key areas for development the coming year 2015/6:

1. To achieve the progress using our 5 year strategic plan involving all stakeholders, including our partner schools. This priority will include research into resources that can enhance learning and progress thus ensuring that the upward trend in accreditation is maintained.
2. A focus on the four ‘P’s in teaching – Pace, Participation, Progress and Planning.
3. The ‘Safeguarding’ in the Academy to be scrutinised and made a priority for all staff.
4. The continued development of the Sounds-Write English at Weatherfield Academy for all:
5. Training with an emphasis on improving the school’s data use.
6. Regular curriculum review and evaluation, especially of the new post 16 provision.
7. The continued strengthening of parental links and parental engagement.
8. Ensuring that the Continued Professional Development programme offered at Weatherfield Academy remains cutting edge and meets equally the needs of NQT’s and newer staff with those of more established staff.
9. Further develop the expansion of Community Business links and involvement to be led by the Head teacher, SLT and School Council.

**FUNDS HELD AS CUSTODIAN FOR OTHERS**

Neither the Academy Trust nor its Governors are acting as custodian trustees.

**STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company’s auditors are unaware, and each trustee has taken all the steps that they ought to have taken as the trustee in order to make them aware of any audit information and to establish that the charitable company’s auditors are aware of that information.

**ON BEHALF OF THE BOARD:**

**……………………………………**

Mrs J Hunt – Trustee

**WEATHERFIELD ACADEMY**

**GOVERNANCE STATEMENT**

**FOR THE YEAR ENDED 31 AUGUST 2015**

**Scope of Responsibility**

As trustees, we acknowledge we have overall responsibility for ensuring that Weatherfield 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 the trustees has delegated the day to day responsibility to the Principal, 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 Weatherfield Academy and the Secretary of State of Education. They are also responsible for reporting to the board of trustees any material weakness or breakdowns in internal control.

**Governance**

The information on governance included here supplements that described in the Report of the Trustees and in the Statement of Trustees Responsibilities. The board of trustees has formally met 3 times during the year. Attendance during the year at meeting of the board of trustees was as follows:

**Trustee Meetings Attended Out of a possible**

**Mr P J Gillam 3 3**

**Mrs J Hunt 3 3**

**Mr M Partridge 1 3**

**Mr T Rix 2 3**

**Dr R Robinson 2 3**

**Mr J Selmes 3 3**

There have been no changes in the Board of Trustees since conception. The Board have been aware of the growth in pupil numbers year on year and the lack of available class space to offer quality learning environments. A second CIF bid has been prepared to promote better opportunities for learning the future.

The Finance and Staffing Committee is a sub-committee of the main board of trustees. Its purpose has been to:

1. Performance the initial review and authorisation of the annual budget and any material changes.
2. Monitor actual expenditure and income against budget.
3. Ensure that the annual accounts are produced in accordance with the requirements of the Companies Act 2006, Charity SORP and the DfE guidance issued to academies.
4. Authorise the award of contract/tenders over £50,000 (through Value for Money Committee).
5. Recommend changes to the personal in the establishment, oversee the pay policy.
6. Appoint a Responsible Officer and review the reports of the Responsible Officer on the effectiveness of the financial procedures and controls.
7. To approve the Buildings Development Plan and monitor income and expenditure against budget.

Attendance at the meetings in the year was as follows:

Trustee Meetings attended Out of a possible

Mr P J Gillam 3 3

Mrs J Hunt 0 3

Mr T Rix 3 3

Mr R Robinson 1 3

Mr J Selmes 3 3

Mrs K Morris 1 3

**Review of Value for Money**

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

The accounting officer considers how the 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;

1. Working with the School Improvement Partner to engage in value for money discussions.
2. Involving the Head teacher to look at the developments in the academy in terms of value for money.
3. Enhancing a realisation of time spent by staff on non-essential tasks.
4. Displaying a high profile scrutiny of protocols

**WEATHERFIELD ACADEMY**

**GOVERNANCE STATEMENT**

**FOR THE YEAR ENDED 31 AUGUST 2015**

**The purpose of the System of Internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of charitable company policies, aims and objectives to evaluate the likelihood of those risk being realised and the impact should they be 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 Weatherfield Academy for the period 1 September 2014 to 31 August 2015 and up to 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 charitable company is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The Board of Trustees is of the view that there is a formal on-going process for identifying, evaluating and managing the charitable company’s significant risks that has been in place for the period 1 September 2014 to 31 August 2015 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 segregation of duties and a system of delegation and accountability. In particular, it includes:

1. Comprehensive budgeting and monitoring systems with an annual budget and periodic financial reports which are reviewed and agreed by the board of trustees.
2. Regular reviews by the finance and staffing committee of reports which indicate financial performance against the forecasts and of major purchase plans, capital works and expenditure programmes.
3. Setting targets to measure financial and other performance.
4. Clearly defined purchasing (asset purchase or capital investment) guidelines.
5. Delegation of authority and segregation of duties.
6. Identification and management of risks.

The Board of Trustees has considered the need for a specific internal audit function and has decided not to appoint an internal auditor. However, the Trustees have appointed Mr P J Gillam, a trustee, as Responsible Officer. The Responsible Officer performed his work as planned no material control issues arose during the year.

The reviewer’s role includes giving advice on financial matters and performing a range of checks on the academy trust’s financial systems. In particular, the checks carried out in the current period included;

1. Testing of income to the academy
2. Testing of payroll
3. Testing of purchase invoice systems
4. Testing of bank reconciliations

On a quarterly basis the reviewer reports to the board of trustees through the Finance and Staffing Committee on the operation of systems of control and on discharge of the board of trustees’ financial responsibilities.

**Review of Effectiveness**

As accounting officer, the Head teacher has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been performed by the work of the Responsible Officer. During the year in question, the review has been informed by:

* The work of the Responsible Officer
* The Work of the external auditor
* The work of the Finance Officer.

The accounting officer has been advised of the implications of the result of their review of the system of internal control by the Finance and Staffing Committee and a plan to ensure improvement of the system is in place.

Approved by order of the members of the Board of Trustees on 12th December 2015 and signed on its behalf by:

…………………………………….

Mrs J Hunt – Trustee

……………………………………….

Mr J Selmes – Accounting Officer

**WEATHERFIELD ACADEMY**

**GOVERNANCE STATEMENT**

**FOR THE YEAR ENDED 31 AUGUST 2015**

The trustees (who act as governors of Weatherfield Academy and are also the directors of the charitable company for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with the Annual Accounts Director 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 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 the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the Trustees are required to:

Select suitable accounting policies and then apply them consistently;

Observe the methods and principals in the Charity SORP;

Make judgements and estimates that are reasonable and prudent;

State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statement, 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 in charitable company’s transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

**ON BEHALF OF THE BOARD:**

…………………………………..

Mrs J Hunt – Trustee

12th December 2015