

Company Registration Number: 08401607 (England & Wales)

RAYLEIGH SCHOOLS TRUST
(A Company Limited by Guarantee)

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

RAYLEIGH SCHOOLS TRUST
(A Company Limited by Guarantee)

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RAYLEIGH SCHOOLS TRUST
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REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 AUGUST 2020

Members

Debbie Stokes
Ian Smith
Darren Digby
Mike Davis
David Oxtoby

Trustees

Jonathan Charles Wincott, Chair of Trustees (appointed 19 October 2020)
Debbie Stokes, Chair of Trustees (resigned 23 October 2020)
Peter Hennessy
Keith Hudson
Ceri Jones
Claire Laidler
June Morgan
Katharine Dines

Company Secretary

Simon Smith

Senior Management Team

Katharine Dines, CEO & Headteacher (Sweyne Park School)
John Edwards, Deputy Headteacher (Sweyne Park School)
Nicola Welch, Deputy Headteacher (Sweyne Park School)
Sally Pemberton, Associate Deputy Headteacher (Sweyne Park School)
Simon Smith, Chief Finance Officer
Ed Hawkings, Assistant Headteacher (Sweyne Park School)
Alick Robertson, Assistant Headteacher (Sweyne Park School)
Richard Bradley, Assistant Headteacher (Sweyne Park School)
Maria Shangolis, Assistant Headteacher (Sweyne Park School)
Nicola Bache, Headteacher (Glebe Primary School)
Sarah Field, Deputy Headteacher (Glebe Primary School)

Company Name

Rayleigh Schools Trust

Principal and Registered Office

Rayleigh Schools Trust
Sir Walter Raleigh Drive
Rayleigh
Essex
SS6 9BZ.

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REFERENCE AND ADMINISTRATIVE DETAILS (continued)
FOR THE YEAR ENDED 31 AUGUST 2020

Company Registered Number

08401607 (England & Wales)

Independent Auditor

MHA MacIntyre Hudson
Boundary House
4 County Place
Chelmsford
Essex
CM2 0RE

Bankers

Lloyds Bank
78 High Street
Rayleigh
Essex
SS6 7EB

Solicitors

Essex Legal Services
c/o County Hall
Market Road
Chelmsford
Essex
CM1 1QH

RAYLEIGH SCHOOLS TRUST
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TRUSTEES REPORT
FOR THE YEAR ENDED 31 AUGUST 2020

The Trustees present their annual report together with the financial statements and auditor's report of the charitable company for the year ended 1st September 2019 to 31st August 2020. The annual report serves the purposes of both a Trustees Report, and a Directors Report under company law.

The Trust operates 2 academies for pupils aged 3 to 18 serving a catchment area in Rayleigh and its surrounds. It has a pupil capacity of (Nursery 30 Reception to Year 6, 420 and on roll 403) (Year 7 – 11, 1248 and on roll of 1277) (Year 12 – 13, 240 and a roll of 214) at 25 September 2020.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The 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 Trust. The Trustees of Rayleigh Schools Trust are also the Directors of the charitable company for the purposes of company law. The charitable company operates as 2 Schools. The Sweyne Park School and Glebe Primary School.

Details of the Trustees who served during the year, and to the date these accounts are approved 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.

Trustees' Indemnities

Trustees benefit from indemnity insurance to cover the liability of the Trustees which by virtue of any rule of law which would otherwise attach to them in respect of any negligence, default or breach of trust or breach of duty of which they may be guilty in relation to the Academy Trust. This cover is provided within the Risk Protection Arrangement (RPA) provided by the Department for Education.

Method of Recruitment and Appointment or Election of Trustees

Trustees are selected on a skill, knowledge and experience basis. The CEO will carry out due diligence prior to the Members appointing by ordinary resolution up to 6 Trustees to satisfy the objectives of the Trust.

The Trustees will appoint a Local Governing body for each school within the MAT. Staff representatives will sit on the LGB of each school. Parent governors sit on the Local Governing body of the respective schools within the MAT and are appointed in accordance with the terms of reference determined by the Trustees. The method of appointment is set out within the MAT Articles.

Policies and Procedures Adopted for the Induction and Training of Trustees

Prior to any appointment the CEO will conduct discussions and interviews during the appointment process to establish the profile of a prospective member. At the commencement of each academic year a skills audit of training needs will be reviewed. This informs training requirements during the year. The Governing Body of each school subscribes to a training package from Essex Governor Services. Trustees may attend internal any external sessions. Attendance at training sessions is recorded. Formal Safeguarding training is given to Trustees at the start of their term and is refreshed annually. An Induction Pack is provided to all new Trustees and Governors on appointment, this is discussed with them.

TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2020

Organisational Structure

Members. Will normally meet once a year at their AGM. There may be additional meeting should there be a requirement or to discharge duties covered within the Scheme of Delegation.

Trustees. Will meet 6 times a year. Additionally, the Assets committee will meet 6 times a year. The Trustees are the strategic decision making body of the Trust. Their duties and responsibilities are set out in the Scheme of Delegation which they will agree each year.

The Assets committee is delegated to undertake examination of financial and audit matters and report back to the Trustees.

The Scheme of Delegation sets out the Trustees role. Summarised by;

- Setting suitable aims and objectives;
- Agreeing policies, targets and priorities
- Monitoring and reviewing aims and objectives and whether the policies, targets and priorities are being achieved in order to hold the school to account;
- Setting and monitoring a balanced financial budget;

Ensuring the schools are a welcoming and safe place and providing a positive learning environment

Local Governing Body (LGB)

Trustees will appoint an LGB to each of the Trust Schools. The LGB shall undertake the duties and responsibilities as set out in the Scheme of Delegation.

The LGB administration shall comprise of full LGB meeting, a Resources committee and a Standards & curriculum committee each meeting once a term.

CEO The CEO shall always be the Headteacher of the lead school within the MAT (The Sweyne Park School) and shall be responsible for the day-to-day running of the MAT and the lead school. They shall have the strategic lead in the delivery of education and administration of assets. They shall report to and deliver the policies of the Trustees. They shall also work closely with the LGB. The CEO will be the accounting officer.

Headteacher A Headteacher who is not a CEO shall be responsible for the administration and oversight of the strategic direction for their school. Their role and responsibilities are set out in the Scheme of Delegation. They shall work closely with their LGB.

Arrangements for setting pay and remuneration of Key Management Personnel

The Trusts Key Management Personnel comprise of the CEO, Headteacher and their Leadership teams
All key personnel are paid according to the relevant national and Essex pay body recommendations. The Trustees are responsible for CEO/Headteacher performance and pay and changes to staffing structures that will influence pay.

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TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2020

The CEO/Headteachers implement a performance reviews that will inform pay decisions for all other staff.

Members receive no remuneration for undertaking their responsibilities.

Trustees receive no remuneration for undertaking their responsibilities.

The Local Governing Body members receive no remuneration for their responsibilities

Trade Union facility time

Trade Union facility time is purchased as part of the Essex County Council public duties fund that the Trust subscribes to. The cost equates to £1 per pupil. The Headteachers have regular meetings within directed time with Union representatives. The Trust supports wider union representation at County Level. Expenditure is less than 0.1% of the wage bill.

Related Parties and other Connected Charities and Organisations

Across the Trust, its schools are members of, or subscribes to, wider networks of schools that include close links with the Specialist Schools and Academies Trust, The Rayleigh Teaching School Alliance, The Benfleet Teaching School Alliance, Rochford District Schools Partnership Trust (LDG) and Castle Point & Rochford Association of Secondary Heads' Essex (ASHE), EnPro (an informal Trust of Essex Schools with a RBHIP). South Essex Teaching Institute (SETI), The South Essex Teaching School Alliance, The Deanes Schools Sports Partnership, Essex Primary Headteachers Association (EPHA). Trustees have all completed a declaration of interest form along with senior staff.

Lynda Walker is a Director of Rochford District Schools Partnership Trust. Ceri Jones is Headteacher at Chipping Hill Primary who are a training provider to the Trust. Simon Smith is an elected member of Rochford District Council.

Engagement with employees (including disabled persons)

The ethos of the Trust promotes a shared approach and joint responsibility. Employees are kept up to date with operational and strategic matters by way of regular briefings and weekly news letters. There are a regular timetabled meetings with representatives of professional organisations. All levels of management have an informal "open door" policy to ensure that all issues can be raised. The management system allows for goals to be set for individuals, curriculum areas and schools as a whole.

Disability is managed as determined in law without discrimination.

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TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2020

OBJECTIVES AND ACTIVITIES

The Trust's object is specifically restricted to the advancement, for the public benefit, of education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing schools offering a broad and balanced curriculum to ensure the highest possible educational standards.

The principal aim of the Trust is to provide high quality learning that helps all students to fulfil their intellectual potential and become good citizens and emotionally well-balanced young people.

Objects and Aims

The Trustees have complied with their duty under section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission and the Trustees have paid due regard to this guidance in deciding what activities the charitable company should undertake.

The Trustees have given consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education.

The Trust provides education to children and young people that is:

- 1) balanced and broadly based;
- 2) promotes the spiritual, moral, cultural, mental and physical development of students at the school and society;
- 3) prepares students at the school for the opportunities, responsibilities and experiences of later life;
- 4) promotes, sustains and increases individual and collective knowledge and understanding of specific areas of study, skills and expertise.

The Trust operates 2 schools and serves pupils within Rayleigh and its surroundings. It is subject to the current statutory arrangements as laid down in the national Admissions Code. Current arrangements for entry to the schools are available in the section of the respective school websites dealing with admission arrangements.

Objectives, Strategies and Activities

Key influences on the Trust Development Plans for the period under review were the significant challenges and opportunities arising from national changes in education policy and funding. The establishment of the MAT and support mechanism for the joining school have been a priority. The Swayne Park now has an established 6th form and is building on its initial achievements (6th form Ofsted Autumn 2017). This is in addition to the Achievements in Teaching and Learning, Leadership, Spiritual, Moral, Social and Cultural, Behaviour, Safety and Child Protection priorities as identified via the school's Self-Evaluation Form and legislation.

Key activities and targets are set out in our school Development Plan, which is available on request, the key priorities are set out on our website, www.sweynepark.com.

Glebe Primary School

Successfully became a Sponsored MAT on 1st October 2017, thus part of the Rayleigh Schools Trust. Strong, collaborative partnerships have developed between Glebe Primary and Chipping Hill Primary School. Swayne park School supports the school in many operational areas. Key activities and targets are set with the MAT and are presented within the School Development Plan. This is available on request.

TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2020

STRATEGIC REPORT

Achievements and Performance and Key Performance Indicators

Sweyne Park School

The school continues to run successfully as a MAT, supporting Glebe Primary School in all aspects of school life.

Given the unprecedented situation caused by the pandemic, it has been a year of great challenge and uncertainty. During lockdown we remained open for vulnerable and keyworker children, and latterly for Year 10 pupils and Year 12 Students, at the start of the phased re-opening in June. The planning for the safe and full re-opening of schools, from September, has necessitated significant increased spending on resources, at all levels across the school. In spite of this, we have continued to offer a broad and balanced curriculum, and are preparing to extend our blended provision as the need may arise. Pupil numbers remain strong, we were oversubscribed with applications for Year 7, and received our highest ever number of applications to our Sixth Form.

Positive marketing of the school remains a priority, and we have adapted our practice as a consequence of the pandemic to keep the profile of the school strong within the community. This has included launching a new website and filming virtual Open Events for prospective pupils and parents. In February 2020, the school was re-accredited with the Leading Parent Partnership Award.

As pupils were not able to take external examinations this year, and the Government made the decision to issue Centre Assessed Grades (CAGs), our outcomes were artificially higher than in previous years. The school undertook a rigorous internal standardisation process, ahead of the anticipated national moderation across schools. However, as has been well publicised in the press, this moderation did not take place and pupils were ultimately awarded CAGs.

A-Level Outcomes

- A-Level results were very strong with 80% of students achieving their firm or insurance choice of university.
- The average grade achieved was C+

GCSE Outcomes

- Progress -0.08 (2019) -v- +0.20 (2020)
- 100% of pupils received 5 or more GCSE passes
- 75 % of pupils achieved a grade 4 or above in both English and Maths, and 42% gained a grade 5 or above.

The school remained fully staffed with qualified teachers despite the national recruitment crisis. Our high retention of staff means that vacancies do not often arise, and we were therefore able to attract a strong field for all positions advertised.

Performance Indicators

The Trustees, during the course of the year, with assistance from the LGBs will monitor all aspects of financial performance and benchmark against data that is centrally produced. This year we have invested in Go4Schools which provides easy access to live data, at all times.

Financial income streams and transactions are monitored against projections. Challenge and rigour are provided to the CEO and the Chief Financial Officer.

TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2020

External education section trends and influences are closely monitored and feed into Trustee agendas. External advice and opinion is taken from our Auditors. The formation of the MAT has strengthened the reserves position.

Glebe Primary School

The last academic year proved to be unprecedented as a result of the partial closure enforced by the COVID-19 pandemic. From 20th March until the end of the academic year, we remained open throughout, including during the school holidays. During that time, we provided, initially, child care for children of key workers and then education for pupils in the Nursery, Reception, Year 1 and Year 6, plus for a range of vulnerable pupils and those of key workers. We were able to offer all pupils the opportunity to return, in some form, for transition sessions prior to the end of July 2020. Throughout, we provided vouchers for all our FSM families, home learning, weekly welfare calls and regular keeping in touch calls.

As a result of the partial closure, no formal assessments took place. Therefore, we teacher assessed our pupils based upon where they had been assessed in March and with the proviso that their progress would continue at a steady rate through to July. (These cannot be compared to that of 2019 results) Our in-house assessments were as follows:

Good Level of Development – 73%
Year 1 Phonics Screening Check – 88%

Year 2 (End of Key Stage)

Reading – 72%
Writing – 69%
Maths – 71%
Combined – 67%

Year 6 (End of Key Stage)

Reading – 77%
Writing – 72%
Maths – 78%
Combined – 69%

The school worked hard to ensure that Fundamental British Values continued to run through every aspect of its ethos and that pupil voice had an impact on school practice. In July 2018 the bronze award for Rights Respecting Schools was achieved and the school is about to apply for the silver award.

We successfully undertook the use of the safeguarding programme, My Concern, during the pandemic. We continue to use this to record all safeguarding concerns and to demonstrate actions and chronology of events. All staff have been trained on this.

Going Concern

There is concern about ongoing education funding that is presenting challenges across the education sector particularly as a result of COVID-19. However, after making appropriate enquiries and consideration of previous performance, the Board of Trustees has a reasonable expectation that the Trust has adequate resources and skill 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.

TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2020

FINANCIAL REVIEW

The Trustees have established a system of strategic overview for Trust finances. Monthly management reports are presented along with budget setting progress reports. These also benefit from the examination of detail by the LGBs of the respective schools. Regularity visits are carried out by an external auditor. The Trust's accountants attend (at Partner level) key strategic meetings. The Trust has established strong support links with Glebe Primary to ensure Financial stability. Staff within the Finance teams are now able to provide mutual support. Trustees have also given due consideration to the risk associated with financial mismanagement and / or compliance failures.

The Sweyne Park School and Glebe Primary are operating in a period of considerable financial uncertainty there has been late notification of both expenditure (pay increases) and income (COVID-19 related income). Financial planning is focused on maintaining the breadth and quality of future work in the context of lack of clarity in budgets. The LGB of both schools has taken a closer monitoring role with the budget in the period covered by this report with monthly management reports being presented for examination.

The principal funding for the operation of the school is provided by the Education Funding Agency. A formal funding agreement is in place for this. Other funding is provided by Essex County Council and other local authorities who receive invoices for education provided for pupils who live in their administrative area. The School's governance arrangements ensure that financial performance is reviewed on a half termly basis. An overall increase in pupil numbers has helped to mitigate other cost pressures.

Monthly accounts are produced, and a financial review is carried out with results circulated to the Assets Committee. Budget planning is started in detail by October each year to ensure continuity. All sources of income, especially those around pupils' numbers are examined for robustness and sustainability. Support is provided by our auditors at key points. The day to day management of financial matters is handled on-site by a skilled team. It has become clear during the year that further robustness could be created by an even more integrated approach to finance management. Enhanced budgeting and accounting software have rejected this year as not providing a demonstrable benefit compared to the increased on-going cost. This will receive further review during the next year.

During the period covered by the report, decisions made resulted in an operating surplus on unrestricted funds. The school was able to undertake all its planned activities during the year. Cashflow at both schools were good at all periods of the year.

The new CEO fund has been used to help deliver initiatives successfully during the year. This will be continued for future years.

Significant "Condition Improvement Fund" projects (2) were wholly funded by the ESFA during the summer of 2020. The receipt of funding and payment of invoices will move across 2 financial years 19/20 and 20/21. This is reflected in the accounts.

Longer term financial stability is gained from stable or increasing pupil number. Sweyne Park is currently in moving forward with Essex County Council to increase its PAN from 248 to 278 from September 2021.

The Trust has coped with COVID-19 related expenditure and a loss of externally generated income. This along with additional pressures into 20/21 will have a longer-term impact on the Trust Finances. At this point they are difficult to quantify but do require noting. Some development and improvements to accounting and budgeting systems were inevitably stunted by the national lockdown and closure of schools.

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TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2020

COVID-19 control measures were put in place after a full COVID-19 risk assessment had been carried out. Representatives of professional teacher organisations (unions) were consulted during this process. The Assessments were ratified by the Chair of Trustees and were published websites of both Trust schools. Simply and effective systems were developed and trialed to ensure effectiveness. The schools took measures to ensure that supplies were obtained in challenging market conditions. Both trust schools remained open for Key workers during the COVID-19 period.

The Trust was able to maintain the services required of it during the period affected by COVID-19. For pupils, particular use was made of the "schools meal voucher" system once it was set up. However, it was noted that if COVID-19 related issues were to be prolonged then the ICT equipment and infrastructure would need investment. A limited amount of ICT equipment was provided in the short term for pupils without access to the internet. The Trust has chosen to lobby Government for greater financial support.

School facilities have been closed to letting since the initial lockdown. This has impacted on income generation and has also had an impact on the wider local community who use the school as a hub for activities. The trust will open its facilities as soon as regulation and safe operation allows.

The impact on staff and pupils of the COVID-19 crisis is hard to quantify but has been clearly demonstrated. The medium to longer term impact will clearly be influential on many aspects of Trust operation. Additional resources have been directed to deal with staff and pupil absence, staff and pupil moral, staff and pupil welfare, staff and pupil mental health issues, staff and pupil family issues and many other aspects. The Trust has been able to recruit specialist support to assist with some aspect of the items mentioned. The ongoing restrictions will impact on pupil and overall Trust performance, but all avenues are being explored to adapt, modify, and create new methods of working to minimise this impact.

The final impact to the end of 19/20 has not caused significant concerns. However, the apparent on-going nature of COVID-19 related matters which were difficult to quantify during the budget setting process, will impact on 20/21 and will provide challenges. The open and transparent administration of finances will ensure that proper and effective management continues.

The early stages of 20/21 have highlighted that investment in ICT equipment and infrastructure will be required and that pupil catch-up spending will be required. Informed Governance decisions will see reserves used. Cash flow will be able to support this. The core sustainability of the trust is still underpinned by strong pupil numbers and effective administration.

Reserves Policy

The Trust as a whole holds a reserve to deal with smaller strategic issues. The individual schools have been responsible for building or maintaining their own unallocated funds. In exceptional circumstances the Trustees do have the right to allocate all unrestricted reserves. Each school aims to hold 1 month's expenditure in unrestricted reserves. Unrestricted funds are for use on the general purposes of the Academy. Going forward reserves will be considered as a MAT resource with the ability to draw on them being determined by Trustees after Headteacher and LGB consultation. Ring fenced sums for specific purposes may be generated for specific projects within the next year for the CEO to draw from outside of the main set budget.

It should be noted that there is an intention to draw down reserves during 20/21 to support specific initiatives to assist the recovery and impact of COVID-19 Cashflow balances are in a position to support this

SPS

The Academy holds a good cash-flow position and there is a small surplus to build on its unrestricted funds. The unrestricted funds are £323,642. The school has set a balanced budget for 2020/21

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TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2020

GPS

The Academy holds a good cash flow position and there is a small surplus to build on unrestricted funds. Unrestricted funds are £126,915. The school has set a balanced budget of 2020/21

At 31 August 2020 the total funds comprised:

Unrestricted		£450,557
Restricted:	Fixed asset funds	£15,915,813
	Pension reserve	(£5,016,000)
	GAG	£128,199
		<u>£11,478,569</u>

TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2020

Investment Policy

The Trust will invest reserves only within a low risk environment of a commercial high street bank. There were no investments during the period covered by this document.

Principal Risks and Uncertainties

The principal risks facing the Trust are set out in the Academy's Risk Management policy and Risk Register which is reviewed annually by the Trustees.

The Trustees and LGB's accept that managed risk as an inevitable part of its operations but maintains an objective not to run unacceptable levels of risk in any area. The subjective nature of this process requires major risks to be resolved by the Trustees and LGB's, whilst more minor risks are dealt with by senior staff.

Trustees have identified the following principal risks and uncertainties facing the MAT:

Financial Risk

The MAT is operating in a period of considerable financial uncertainty with regard to public funding and the effect of COVID-19. Financial planning is focused on maintaining the breadth and quality of future work in the context of diminishing budgets. Trustees have given due consideration to the risk associated with financial mismanagement and / or compliance failures. Trustees continue to review and ensure that appropriate measures are in place to mitigate these risks. Regular and detailed monitoring gives opportunity for timely examination and intervention.

The direction of travel for national education funding has been difficult to predict. The overall view is taken that the strength of argument in support of increased funding will result in a funding increase in real terms. A reduction in pupil numbers would cause a significant impact on long term finances.

The monthly financial management reporting should be accurate to the end of year position and direction of travel. If flawed this could lead to mis representation of a mid-year financial position on which management and future budget decisions could be made. Ongoing efforts are required to mitigate this risk.

Reputational Risk

The continuing success of Sweyne Park School and the building success of Glebe depends on maintaining the highest educational standards in order to continue to attract applicants in sufficient numbers. Trustees are clearly focused on monitoring and reviewing the achievement and success of students.

Trustees continue to give due consideration to other aspects of the school's activities where there could be a reputational risk, including discipline, safeguarding, Health and Safety etc., with policies reviewed regularly.

Safeguarding and Child Protection Risks

Trustees continue to ensure that the highest standards are maintained in the selection and monitoring of staff and volunteers. Governors also independently scrutinises the school's Single Central Record, the operation of child protection polices of the school, the training and support, to protect the young people in its care. There are staff specifically appointed with Child protection responsibilities. All staff receive refresher training annually. The vice Chair of each LGB on is also the safeguarding Governor.

Significant Changes in Staff

Trustees continue to review and monitor arrangements for recruitment and the development of existing staff to minimise the risk resulting from major changes in key staff. Staff training and development has consistently provided opportunity for internal promotions. Staff are requested to advise of upcoming plans in advance.

TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2020

FUNDRAISING

Both schools within the MAT have Parent Associations who will carry out fundraising activities for the benefit the respective schools. A member of staff from each school acts as a liaison. Sweyne Park School is used by a large number of local groups and clubs who pay for the use of facilities. This use provides an additional income stream and also further develops its links with the local Community. Voluntary contributions to wider school life are sought from parents in Yr7. This will further be explored across all year groups in 20/21. The Trust does not use any external fundraisers.

PLANS FOR FUTURE PERIODS

The Local Education authority has formally requested Sweyne Park School to expand its admission by 30 pupils from September 2021. This has been agreed with planning in place. Demographic growth in the local area also supports this. Glebe Primary School has moved to a full time Nursery provision and hopes to stabilise numbers. Wrap around clubs develop their offer will be regularise numbers. Further integration of financial operation will reduce risks. The Trust will continue to bid for Infrastructure projects (CIF) to help maintain the fabric of the sites

FUNDS HELD AS CUSTODIAN TRUSTEE ON BEHALF OF OTHERS

The MAT does not hold any funds on behalf of other parties. It acts as an agent of the ESFA to distribute 6th form Bursary funds

AUDITOR

Insofar 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.

Members have confirmed that MHA will be re-appointed at auditors for the Trust. MHA MacIntyre Hudson have a record of providing effective help, opinion and formal examination of the MAT

The Trustees' Report, incorporating a Strategic Report, was approved by order of the Board of Trustees, as the Company Directors, on 11th December 2020 and signed on the Board's behalf by:

.....
Jonathan Charles Wincott
Trustee
11th December 2020

RAYLEIGH SCHOOLS TRUST
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GOVERNANCE STATEMENT
FOR THE YEAR ENDED 31 AUGUST 2020

SCOPE OF RESPONSIBILITY

As Trustees we acknowledge we have overall responsibility for ensuring that Rayleigh Schools 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.

As Trustees, we have reviewed and taken account of the guidance in DfE's Governance Handbook and competency framework for governance.

The Board of Trustees has delegated the day-to-day responsibility to the CEO/Headteacher 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 Rayleigh Schools 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 **4** *(COVID-19 Cancellations normally 6) times during the year.

As the full schedule of Trustee meeting was unable to be held during the year, effective oversight was maintained by monitoring calls between the Chair of Trustees, CEO, Finance Director, and other Trustees. The Budget setting process was carried out within the normal timescale and was set in the normal way with input from our Accountants at partner level. The normal operation of the school financial system was maintained at all times so that the usual effective internal system of monitoring Trust finances was maintained. There were no significant absences by any key staff. Government advice and its COVID-19 management changed on a regular basis. The Trust continued to make responsive administrative discussions at all times particularly during periods when activity would normally have slowed down e.g. Holidays.

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GOVERNANCE STATEMENT (continued)
FOR THE YEAR ENDED 31 AUGUST 2020

Attendance during the year at meetings of the Board of Trustees was as follows:

Trustee meetings	Meetings Attended	Possible
Debbie Stokes	4	4
Peter Hennessy	4	4
Keith Hudson	4	4
Ceri Jones	2	4
Clare Laidler	3	4
June Morgan	4	4
Katharine Dines (CEO)	4	4
Trustee Asset Committee meetings		
Peter Hennessy	3	3
Keith Hudson	3	3
June Morgan	3	3

Trustees take the strategic overview of school operation and performance and inform the decision making process. Their skills profile is used to provide rigour and challenge.

The Trustee Assets Committee is a sub-committee of the main Board of Trustees. It meets six times a year. Its purpose is to: monitor, evaluate and review school policy and practice in relation to financial planning and monitoring; to decide how to spend the General Annual Grant and other funds under the control of Trustees for the purposes of the Trust; to monitor and ensure compliance with DfE, EFA, Charity Commission and other relevant bodies and all relevant legal requirements in relation to the proper financial management of Trust; to agree limits of financial delegation; to ensure that full accounts are kept; to ensure appropriate insurance cover is in place; to receive monthly reports from the Chief Financial Officer, to report the Trust's financial position to the full Trustee Board each half term. The Trustee Assets Committee assumes the role of an Audit Committee. This role is further supported by regularity visits from the school's auditors. A teaching and learning group is run by the CEO with Trustees to deliver specific education based scrutiny to the running of Glebe Primary School. Education based scrutiny at Sweyne Park School in undertaken by external education professionals.

The LGB continue to take an active part in the development of the school's and the formation of the MAT. Governor visits to the school take place on a regular basis. They inform the decision making process. Attendance is good and skill levels have been increasing with a greater ability to scrutinise and analyse information and statistics that are presented covering all aspects of the school operation. At all levels of Governance, an annual audit is carried out of skills and training requirements. LGB support packages are purchased. Professional clerking is provided to all formal meeting

RAYLEIGH SCHOOLS TRUST
(A company limited by guarantee)

GOVERNANCE STATEMENT (continued)
FOR THE YEAR ENDED 31 AUGUST 2020

Each school has an LGB Committee that will focus on Finance and examination of all finance matters below the strategic view of the Trustees.

Data to inform Trustee and LGB considerations is provided by the staff within schools but external benchmarking is considered along with our independent Auditor opinion.

REVIEW OF VALUE FOR MONEY

As Accounting Officer, the CEO has responsibility for ensuring that the 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 appropriate. The Accounting Officer for the Trust has delivered improved value for money during the year by:

- Remodeled office hours and not replaced where possible.
- Made MAT savings by use of SPS premises team at Glebe
- Secured CIF bids for heating Pipework at Glebe and Fire Alarm replacement at SPS.
- Improved opportunities for CPD via Chipping Hill.
- Closely monitored Cleaning contract at Glebe and SPS provider given greater robustness to the service and cost saving
- Continued sourcing of ICT support with the Trust.
- Reported and reviewed the financial position on a monthly basis.
- Undertaken a review of all support staff grades
- Review of supply cover arrangements.
- Maintaining links with other schools and agencies so the good practice can be shared
- Maximizing use of the school for lettings
- Raised donations for refurbishment of a classroom

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 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 Rayleigh Schools Trust for the period 1st September 2019 to 31 August 2020 and up to the date of approval of the Annual Report and financial statements.

GOVERNANCE STATEMENT (continued)
FOR THE YEAR ENDED 31 AUGUST 2020

CAPACITY TO HANDLE RISK

The Board of Trustees has reviewed the key risks to which the Trust 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 Trust's significant risks that has been in place for the period 1st September 2019 to 31 August 2020 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 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 finance and general purposes committee of reports which indicate financial performance against the forecasts and of major purchase plans, capital works and expenditure programmes
- setting targets to measure financial and other performance
- clearly defined purchasing (asset purchase or capital investment) guidelines
- delegation of authority and segregation of duties
- identification and management of risks

The Trustees have considered the need for a specific internal audit function and has decided not to appoint an internal auditor. However, the Trustees engage MHA MacIntyre Hudson, the external auditor, to perform focused checks on specific areas according to the Academies financial handbook. This is supplemented by the work of the Trustees Assets committee and LGB's resources committees and at SPS the Finance working party.

The auditors role includes giving advice on financial matters and performing a range of checks on the Trust's financial systems. In particular, the checks carried out in the current period included:

- testing of Purchasing and Orders
- testing of Bank account transactions
- testing of Invoices
- testing of Trips and visits

Regular communication takes place with our MHA across all aspects of the service that they provide. Visits to schools take place to prepare statutory submissions. On a termly basis the auditor's comments are reported to the Board of Trustees, through the Assets Committee on the operation of the systems of control and on the discharge of the Trustees' financial responsibilities. Attendance from MacIntyre Hudson at Partner level is twice a year at budget setting and accounts presentation. The internal Finance team ensure that all statutory submissions are made on time.

GOVERNANCE STATEMENT (continued)
FOR THE YEAR ENDED 31 AUGUST 2020

REVIEW OF EFFECTIVENESS

As Accounting Officer, the **CEO** 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 Trustees and LGB committees
- the work of the external auditor
- the Trust finance staff who have responsibility for the development and management of financial issues.

The Accounting Officer has been advised of the implications of the result of their review of the system of internal control by the Trustees and ensures that continuous improvement of the systems is in place.

Approved by order of the Members of the Board of Trustees on 11th December 2020 and signed on its behalf by:

.....
Jonathan Charles Wincott
Chair of Trustees

.....
Katharine Dines
Accounting Officer

RAYLEIGH SCHOOLS TRUST
(A Company Limited by Guarantee)

STATEMENT ON REGULARITY, PROPRIETY AND COMPLIANCE

As Accounting Officer of Rayleigh Schools Trust I have considered my responsibility to notify the Trust Board of Trustees and the Education and Skills Funding Agency (ESFA) of material irregularity, impropriety and non-compliance with terms and conditions of all funding received by the Trust, under the funding agreement in place between the 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 2019.

I confirm that I and the Trust Board of Trustees are able to identify any material irregular or improper use of all funds by the Trust, or material non-compliance with the terms and conditions of funding under the Trust's funding agreement and the Academies Financial Handbook 2019.

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 ESFA.

.....
Katharine Dines
Accounting Officer
Date:

RAYLEIGH SCHOOLS TRUST
(A Company Limited by Guarantee)

STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 AUGUST 2020

The Trustees (who 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 Academies Accounts Direction published by the Education and Skills 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 Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP 2019 and the Academies Accounts Direction 2019 to 2020;
- make judgments and accounting 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 statements;
- 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 with the requirements both of propriety and of good financial management. They are also responsible for ensuring grants received from ESFA/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 and signed on its behalf by:

.....
Jonathan Charles Wincott
Chair of Trustees
Date:

**INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF
RAYLEIGH SCHOOLS TRUST**

Opinion

We have audited the financial statements of Rayleigh Schools Trust (the 'trust') for the year ended 31 August 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', the Charities SORP 2019 and the Academies Accounts Direction 2019 to 2020 issued by the Education and Skills Funding Agency.

In our opinion the financial statements:

- give a true and fair view of the state of the Trust's affairs as at 31 August 2020 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; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities SORP 2019 and the Academies Accounts Direction 2019 to 2020 issued by the Education and Skills Funding Agency.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Trust in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Trust's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

RAYLEIGH SCHOOLS TRUST
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF RAYLEIGH SCHOOLS TRUST (CONTINUED)

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditors' Report thereon. Other information includes the Reference and Administrative Details, the Trustees' Report including the Strategic Report, and the Governance Statement. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Directors' Report including the Strategic Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Directors' Report and the Strategic Report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the Trust and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report including the Strategic Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- 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.

RAYLEIGH SCHOOLS TRUST
(A Company Limited by Guarantee)

**INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF
RAYLEIGH SCHOOLS TRUST (CONTINUED)**

Responsibilities of Trustees

As explained more fully in the Statement of Trustees' Responsibilities, the Trustees (who are also the Directors of the Trust for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Trust's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Trust or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' Report.

Use of our report

This report is made solely to the charitable Trust's Members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable Trust's Members those matters we are required to state to them in an Auditors' 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 charitable Trust and its Members, as a body, for our audit work, for this report, or for the opinions we have formed.

Cara Miller ACCA (Senior Statutory Auditor)

for and on behalf of

MHA MacIntyre Hudson

Chartered Accountants & Statutory Auditors

Statutory Auditors

Boundary House

4 County Place

Chelmsford

Essex

CM2 0RE

Date:

RAYLEIGH SCHOOLS TRUST
(A Company Limited by Guarantee)

INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO RAYLEIGH SCHOOLS TRUST AND THE EDUCATION AND SKILLS FUNDING AGENCY

In accordance with the terms of our engagement letter dated 10 August 2020 and further to the requirements of the Education and Skills Funding Agency (ESFA) as included in the Academies Accounts Direction 2019 to 2020, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by Rayleigh Schools Trust during the year 1 September 2019 to 31 August 2020 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 Rayleigh Schools Trust and ESFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to Rayleigh Schools Trust and ESFA those matters we are required to state 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 Rayleigh Schools Trust and ESFA, for our work, for this report, or for the conclusion we have formed.

Respective responsibilities of Rayleigh Schools Trust's Accounting Officer and the Reporting Accountant

The Accounting Officer is responsible, under the requirements of Rayleigh Schools Trust's funding agreement with the Secretary of State for Education dated 27 March 2013 and the Academies Financial Handbook, extant from 1 September 2019, 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 2019 to 2020. 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 year 1 September 2019 to 31 August 2020 have not been applied to purposes intended by Parliament or that the financial transactions do not conform to the authorities which govern them.

RAYLEIGH SCHOOLS TRUST
(A Company Limited by Guarantee)

INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO RAYLEIGH SCHOOLS TRUST AND THE EDUCATION & SKILLS FUNDING AGENCY (CONTINUED)

Approach

We conducted our engagement in accordance with the Academies Accounts Direction 2019 to 2020 issued by ESFA. 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 Trust's income and expenditure.

- reviewing the minutes of meetings of the Governing Body and other evidence made available to us, relevant to our consideration of regularity;
- a review of the objectives and activities of the Trust, with reference to the income streams and other information available to us as auditors of the Trust;
- testing of a sample of payroll payments to staff;
- testing of a sample of payments to suppliers and other third parties;
- testing of a sample of grants received and other income streams;
- consideration of governance issues; and
- evaluating the internal control procedures and reporting lines, and testing as appropriate and making appropriate enquiries of the Internal Reviewer.

Conclusion

In the course of our work, nothing has come to our attention which suggest in all material respects the expenditure disbursed and income received during the year 1 September 2019 to 31 August 2020 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

Reporting Accountant
MHA MacIntyre Hudson

Boundary House
4 County Place
Chelmsford
Essex
CM2 0RE

Date:

RAYLEIGH SCHOOLS TRUST
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 AUGUST 2020

	Note	Unrestricted funds 2020 £	Restricted general funds 2020 £	Restricted fixed asset funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income from:						
Donations and capital grants	4	74,814	-	341,521	416,335	806,996
Charitable activities	5	13,612	10,699,197	-	10,712,809	10,171,249
Other trading activities	6	155,761	-	-	155,761	159,484
Investments	7	978	-	-	978	667
Total income		245,165	10,699,197	341,521	11,285,883	11,138,396
Expenditure on:						
Charitable activities	9,10	147,868	11,142,980	546,832	11,837,680	11,634,349
Total expenditure	8	147,868	11,142,980	546,832	11,837,680	11,634,349
Net income/ (expenditure)		97,297	(443,783)	(205,311)	(551,797)	(495,953)
Transfers between funds	20	(8,558)	-	8,558	-	-
Net movement in funds before other recognised gains/(losses)		88,739	(443,783)	(196,753)	(551,797)	(495,953)
Other recognised gains/(losses):						
Gains on revaluation of fixed assets		-	-	-	-	431,531
Actuarial gains/(losses) on defined benefit pension schemes	27	-	591,000	-	591,000	(723,000)
Net movement in funds		88,739	147,217	(196,753)	39,203	(787,422)

RAYLEIGH SCHOOLS TRUST
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
(CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2020

Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Restricted fixed asset funds 2020 £	Total funds 2020 £	<i>Total funds 2019 £</i>
Reconciliation of funds:					
Total funds brought forward	361,818	(5,035,018)	16,112,566	11,439,366	12,226,788
Net movement in funds	88,739	147,217	(196,753)	39,203	(787,422)
Total funds carried forward	450,557	(4,887,801)	15,915,813	11,478,569	11,439,366

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 31 to 62 form part of these financial statements.

RAYLEIGH SCHOOLS TRUST
(A Company Limited by Guarantee)
REGISTERED NUMBER: 08401607

BALANCE SHEET
AS AT 31 AUGUST 2020

	Note	2020 £	2020 £	2019 £	2019 £
Fixed assets					
Tangible assets	17		15,807,376		16,039,943
			<u>15,807,376</u>		<u>16,039,943</u>
Current assets					
Debtors	18	341,413		271,270	
Cash at bank and in hand	24	1,108,942		1,245,186	
		<u>1,450,355</u>		<u>1,516,456</u>	
Creditors: amounts falling due within one year	19	(763,162)		(872,033)	
Net current assets			687,193		644,423
Total assets less current liabilities					
Defined benefit pension scheme liability	27		(5,016,000)		(5,245,000)
Total net assets			11,478,569		11,439,366
Funds of the Trust					
Restricted funds:					
Restricted fixed asset funds	20	15,915,813		16,112,566	
Restricted general funds	20	128,199		209,982	
		<u>16,044,012</u>		<u>16,322,548</u>	
Restricted funds excluding pension liability	20	16,044,012		16,322,548	
Restricted general funds - pension reserve	20	(5,016,000)		(5,245,000)	
Total restricted funds	20		11,028,012		11,077,548
Unrestricted funds	20		450,557		361,818
Total funds			11,478,569		11,439,366

RAYLEIGH SCHOOLS TRUST
(A Company Limited by Guarantee)
REGISTERED NUMBER: 08401607

BALANCE SHEET (CONTINUED)
AS AT 31 AUGUST 2020

The financial statements on pages 26 to 62 were approved and authorised for issue by the Trustees and are signed on their behalf, by:

.....
Jonathan Charles Wincott
Chair of Trustees
Date:

.....
Katharine Dines
Chief Executive Officer

The notes on pages 31 to 62 form part of these financial statements.

RAYLEIGH SCHOOLS TRUST
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 AUGUST 2020

	Note	2020 £	2019 £
Cash flows from operating activities			
Net cash used in operating activities	22	(474,585)	(450,957)
Cash flows from investing activities	23	338,341	749,572
		<hr/>	<hr/>
Change in cash and cash equivalents in the year		(136,244)	298,615
Cash and cash equivalents at the beginning of the year		1,245,186	946,571
Cash and cash equivalents at the end of the year	24, 25	1,108,942	1,245,186
		<hr/> <hr/>	<hr/> <hr/>

The notes on pages 31 to 62 form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

1. General information

Rayleigh Schools Trust is a company limited by guarantee, incorporated in England and Wales.

The address of the registered office and principal place of operation are detailed on page 1.

The nature of the Trust's operations and principal activity are detailed in the Trustees' Report.

2. Accounting policies

A summary of the principal accounting policies adopted (which have been applied consistently, except where noted), judgments and key sources of estimation uncertainty, is set out below.

2.1 Basis of preparation of financial statements

The financial statements of the Trust, which is a public benefit entity under FRS 102, have been prepared under the historic cost convention in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102), 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 (FRS 102)), the Academies Accounts Direction 2019 to 2020 issued by ESFA, the Charities Act 2011 and the Companies Act 2006.

Rayleigh Schools Trust meets the definition of a public benefit entity under FRS 102. The financial statements are prepared in sterling which is the functional currency of the Trust and are rounded to the nearest pound.

2.2 Going concern

The Trustees have assessed the use of going concern and have considered possible events or conditions that might cast significant doubt on the ability of the Trust to continue as a going concern including the impact of COVID-19. The Trustees have made this assessment for a period of at least one year from the date of the approval of these financial statements. The Trustees have concluded that there is a reasonable expectation that the Trust has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Trust's ability to continue as a going concern. The Trust therefore continues to adopt the going concern basis in preparing these financial statements.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

2. Accounting policies (continued)

2.3 Income

All incoming resources are recognised when the Trust has entitlement to the funds, the receipt is probable and the amount can be measured reliably.

• **Grants**

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 meeting any performance-related conditions there is not unconditional entitlement to the income and its recognition is deferred and included in creditors as deferred income until the performance-related conditions are met. Where entitlement occurs before income is received, the income is accrued.

General Annual Grant is recognised in full in the Statement of Financial Activities in the year for which it is receivable and any abatement in respect of the year is deducted from income and recognised as a liability.

Capital grants are recognised in full when there is an unconditional entitlement to the grant. Unspent amounts of capital grants are reflected in the Balance Sheet in the restricted fixed asset fund. Capital grants are recognised when there is entitlement and are not deferred over the life of the asset on which they are expended.

• **Sponsorship income**

Sponsorship income provided to the Trust which amounts to a donation is recognised in the Statement of Financial Activities in the year in which it is receivable (where there are no performance-related conditions) where receipt is probable and it can be measured reliably.

• **Donations**

Donations are recognised on a receivable basis (where there are no performance-related conditions) where the receipt is probable and the amount can be reliably measured.

• **Other income**

Other income, including the hire of facilities, is recognised in the year it is receivable and to the extent the Trust has provided the goods or services.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

- **Charitable activities**

These are costs incurred on the Trust's educational operations, including support costs and costs relating to the governance of the Trust apportioned to charitable activities.

All resources expended are inclusive of irrecoverable VAT.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Trust; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 Taxation

The 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 Trust is potentially exempt from taxation in respect of income or capital gains received within categories covered by Part 11, chapter 3 of the Corporation Tax Act 2010 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.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

2. Accounting policies (continued)

2.7 Tangible fixed assets

Assets costing £1,500 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. Where there are specific conditions attached to the funding requiring the continued use of the asset, 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 the relevant assets is charged directly to the restricted fixed asset fund in the Statement of Financial Activities. Where tangible fixed assets have been acquired with unrestricted or restricted general funds, a transfer is made to the restricted fixed asset fund.

Depreciation is provided on all tangible fixed assets other than freehold land and assets under construction, at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life, as follows:

Leasehold property	- 50 years
Fixtures and fittings	- 5-125 years
Computer equipment	- 5 years

Assets in the course of construction are included at cost. Depreciation on these assets is not charged until they are brought into use and reclassified to freehold or leasehold land and buildings.

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.

2.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.10 Liabilities

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Trust anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

2. Accounting policies (continued)

2.11 Provisions

Provisions are recognised when the Trust has an obligation at the reporting date as a result of a past event which it is probable will result in the transfer of economic benefits and the obligation can be estimated reliably.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

2.12 Financial instruments

The Trust only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the Trust and their measurement bases are as follows:

Financial assets - trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost as detailed in Note 18. Prepayments are not financial instruments.

Cash at bank is classified as a basic financial instrument and is measured at face value.

Financial liabilities - trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost as detailed in Note 19. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

2. Accounting policies (continued)

2.13 Pensions

Retirement benefits to employees of the Trust are provided by the Teachers' Pension Scheme ("TPS") and the Local Government Pension Scheme ("LGPS"). These are defined benefit schemes.

The TPS is an unfunded scheme and contributions are calculated so as to spread the cost of pensions over employees' working lives with the 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 quadrennial valuations using a prospective unit credit method. TPS is an unfunded multi-employer scheme with no underlying assets to assign between employers. Consequently, the TPS is treated as a defined contribution scheme for accounting purposes and the contributions recognised in the period to which they relate.

The LGPS is a funded multi-employer scheme and the assets are held separately from those of the Trust in separate Trustee administered funds. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit credit method and discounted at a rate equivalent to the current rate of return on a high quality corporate bond of equivalent term and currency to the liabilities. The actuarial valuations are obtained at least triennially and are updated at each Balance Sheet date. The amounts charged to net income/(expenditure) are the current service costs and the costs of scheme introductions, benefit changes, settlements and curtailments. They are included as part of staff costs as incurred. Net interest on the net defined benefit liability/asset is also recognised in the Statement of Financial Activities and comprises the interest cost on the defined benefit obligation and interest income on the scheme assets, calculated by multiplying the fair value of the scheme assets at the beginning of the period by the rate used to discount the benefit obligations. The difference between the interest income on the scheme assets and the actual return on the scheme assets is recognised in other recognised gains and losses.

Actuarial gains and losses are recognised immediately in other recognised gains and losses.

2.14 Agency arrangements

The Trust acts as an agent in distributing 16-19 Bursary Funds from the ESFA. Payments received from the ESFA and subsequent disbursements to students are excluded from the Statement of Financial Activities as the Trust does not have control over the charitable application of the funds. The Trust can use up to 5% of the allocation towards administration costs and this is recognised in the Statement of Financial Activities. Where funds have not been fully applied in the accounting period then the amounts due to the ESFA will be included in other creditors.

2.15 Fund accounting

Unrestricted funds represent those resources which may be used towards meeting any of the charitable objects of the 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 funders where the asset acquired or created is held for a specific purpose.

Restricted general funds comprise all other restricted funds received with restrictions imposed by the funder/donor and include grants from the Department for Education Group.

Investment income, gains and losses are allocated to the appropriate fund.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

3. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Trust makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

The present value of the Local Government Pension Scheme defined benefit liability depends on a number of factors that are determined on an actuarial basis using a variety of assumptions. The assumptions used in determining the net cost or income for pensions include the discount rate. Any changes in these assumptions, which are disclosed in Note 27, will impact the carrying amount of the pension liability. Furthermore a roll forward approach which projects results from the latest full actuarial valuation performed at 31 March 2016 has been used by the actuary in valuing the pensions liability at 31 August 2020. Any differences between the figures derived from the roll forward approach and a full actuarial valuation would impact on the carrying amount of the pension liability.

4. Income from donations and capital grants

	Unrestricted funds 2020 £	Restricted fixed asset funds 2020 £	Total funds 2020 £
Donations	74,814	-	74,814
Capital grants	-	341,521	341,521
Total 2020	74,814	341,521	416,335
	<i>Unrestricted funds 2019 £</i>	<i>Restricted fixed asset funds 2019 £</i>	<i>Total funds 2019 £</i>
Donations	58,091	-	58,091
Capital grants	-	748,905	748,905
<i>Total 2019</i>	58,091	748,905	806,996

RAYLEIGH SCHOOLS TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

5. Charitable activities - Funding for the Trust's educational operations

	Unrestricted funds 2020 £	Restricted general funds 2020 £	Total funds 2020 £
DfE/ESFA grants			
General Annual Grant (GAG)	-	8,765,808	8,765,808
Pupil Premium	-	356,818	356,818
Other DfE / ESFA revenue grants	-	573,125	573,125
	<hr/>	<hr/>	<hr/>
	-	9,695,751	9,695,751
Other government grants			
Local Authority revenue grants	-	602,957	602,957
Other government revenue grants	-	48,737	48,737
	<hr/>	<hr/>	<hr/>
	-	651,694	651,694
Other funding			
Non-government revenue grants	482	-	482
Other educational income	13,130	333,303	346,433
	<hr/>	<hr/>	<hr/>
	13,612	333,303	346,915
Exceptional government funding			
Coronavirus exceptional support	-	18,449	18,449
	<hr/>	<hr/>	<hr/>
Total 2020	13,612	10,699,197	10,712,809
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

There are no unfulfilled conditions or other contingencies attached to the government grants above.

The Trust has been eligible to claim additional funding in year from government support schemes in response to the coronavirus outbreak. The funding received is shown above under 'Exceptional government funding'.

The funding received for coronavirus exceptional support of £18,449 was to cover costs relating the school premises, free school meals, additional cleaning and other costs.

RAYLEIGH SCHOOLS TRUST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

5. Charitable activities - Funding for the Trust's educational operations (continued)

	<i>Unrestricted funds 2019 £</i>	<i>Restricted general funds 2019 £</i>	<i>Total funds 2019 £</i>
DfE/ESFA grants			
General Annual Grant (GAG)	-	8,635,119	8,635,119
Pupil Premium	-	360,822	360,822
Other DfE / ESFA revenue grants	-	158,135	158,135
	<hr/>	<hr/>	<hr/>
	-	9,154,076	9,154,076
Other government grants			
Local Authority revenue grants	-	528,574	528,574
Other government revenue grants	-	51,737	51,737
	<hr/>	<hr/>	<hr/>
	-	580,311	580,311
Other funding			
Non-government revenue grants	526	-	526
Other educational income	25,531	410,805	436,336
	<hr/>	<hr/>	<hr/>
<i>Total 2019</i>	<u>26,057</u>	<u>10,145,192</u>	<u>10,171,249</u>

RAYLEIGH SCHOOLS TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

6. Income from other trading activities

	Unrestricted funds 2020 £	Total funds 2020 £
Rental income	98,674	98,674
Receipts from supply teacher insurance claims	573	573
Income from services provided	47,203	47,203
Shop income	9,311	9,311
Total 2020	<u>155,761</u>	<u>155,761</u>
	<i>Unrestricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Rental income	105,121	105,121
Receipts from supply teacher insurance claims	578	578
Income from services provided	37,484	37,484
Shop income	16,301	16,301
<i>Total 2019</i>	<u>159,484</u>	<u>159,484</u>

RAYLEIGH SCHOOLS TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

7. Investment income

	Unrestricted funds 2020 £	Total funds 2020 £
Bank interest receivable	978	978

	<i>Unrestricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Bank interest receivable	667	667

8. Total expenditure

	Staff costs 2020 £	Premises costs 2020 £	Other costs 2020 £	Total 2020 £
Educational operations:				
Direct costs	8,136,271	-	929,340	9,065,611
Support costs	1,211,736	788,177	772,156	2,772,069
Total 2020	9,348,007	788,177	1,701,496	11,837,680

	<i>Staff costs 2019 £</i>	<i>Premises costs 2019 £</i>	<i>Other costs 2019 £</i>	<i>Total 2019 £</i>
Educational operations:				
Direct costs	7,714,417	-	1,109,560	8,823,977
Support costs	1,199,127	1,300,646	310,599	2,810,372
<i>Total 2019</i>	8,913,544	1,300,646	1,420,159	11,634,349

RAYLEIGH SCHOOLS TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

9. Analysis of expenditure on charitable activities - by fund

	Unrestricted funds 2020 £	Restricted general funds 2020 £	Total funds 2020 £
Educational operations	147,868	11,689,812	11,837,680

	<i>Unrestricted funds 2019 £</i>	<i>Restricted general funds 2019 £</i>	<i>Total funds 2019 £</i>
Educational operations	111,413	11,522,936	11,634,349

RAYLEIGH SCHOOLS TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

10. Analysis of expenditure on charitable activities - by type

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £
Educational operations	9,065,611	2,772,069	11,837,680

	<i>Activities undertaken directly 2019 £</i>	<i>Support costs 2019 £</i>	<i>Total funds 2019 £</i>
Educational operations	8,823,977	2,810,372	11,634,349

Analysis of support costs

	Total funds 2020 £	Total funds 2019 £
Defined benefit pension scheme finance costs	96,000	106,000
Support staff costs	1,115,736	1,093,127
Depreciation	236,725	242,830
Premises costs	788,177	1,248,112
Other costs	497,928	90,604
Governance costs	37,503	29,699
	2,772,069	2,810,372

RAYLEIGH SCHOOLS TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

11. Governance costs

	2020	2019
	£	£
Auditor's remuneration - Audit of the financial statements	15,400	14,950
Auditor's remuneration - Other services	7,475	6,500
Professional fees	14,628	8,249
	37,503	29,699

12. Net income/(expenditure)

Net income/(expenditure) for the year includes:

	2020	2019
	£	£
Operating lease rentals	129,645	144,561
Depreciation	236,725	242,830
Auditor's remuneration - Audit of the financial statements	15,400	14,950
Auditor's remuneration - Other services	7,475	6,500

13. Staff

a. Staff costs

Staff costs during the year were as follows:

	2020	2019
	£	£
Wages and salaries	6,784,512	6,707,085
Social security costs	660,602	650,931
Pension costs	1,806,893	1,449,528
	9,252,007	8,807,544
Defined benefit pension scheme cost	96,000	106,000
	9,348,007	8,913,544

RAYLEIGH SCHOOLS TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

13. Staff (continued)

b. Staff numbers

The average number of persons employed by the Trust during the year was as follows:

	2020	<i>2019</i>
	No.	<i>No.</i>
Teachers	128	<i>138</i>
Administration and support	126	<i>132</i>
Management	17	<i>17</i>
	271	<i>287</i>

c. Higher paid staff

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

	2020	<i>2019</i>
	No.	<i>No.</i>
In the band £60,001 - £70,000	5	<i>2</i>
In the band £70,001 - £80,000	2	<i>1</i>
In the band £80,001 - £90,000	-	<i>2</i>
In the band £90,001 - £100,000	1	<i>-</i>

The above employees participated in both the Teachers' Pension Scheme and the Local Government Pension Scheme. During the year ended 31 August 2020 pension contributions for these staff members amounted to £133,845 (*2019 - £60,761*).

d. Key Management Personnel

The Key Management Personnel of the Trust comprise the Trustees and the members of the Senior Management Team and other senior staff. The total amount of employee benefits (including employer pension contributions and employer national insurance contributions) received by Key Management Personnel for their services to the Trust was £985,264 (*2019 - £906,735*).

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

14. Central services

The Trust has provided the following central services to its academies during the year:

- ICT support services
- Premises team support
- HR support

The Trust charges for these services on the following basis:

Rayleigh Schools Trust charge an annual levy of 3% of expenditure at the time of budget setting for the forthcoming year. This charge is collected on a monthly basis. 3% was considered to be the appropriate minimum by consulted parties at the time of conversion but is subject to a review by the Trustees on an annual basis.

The actual amounts charged during the year were as follows:

	2020	2019
	£	£
Glebe Primary School	61,184	61,184

15. Trustees' remuneration and expenses

One or more Trustees has been paid remuneration or has received other benefits from an employment with the Trust. The Headteacher and other staff Trustees only receive remuneration in respect of services they provide undertaking the roles of Headteacher and staff members under their contracts of employment. The value of Trustees' remuneration and other benefits was as follows:

		2020	2019
		£	£
K Dines, CEO and Accounting Officer	Remuneration	90,000 -	80,000 -
		95,000	85,000
	Pension contributions paid	20,000 -	10,000 -
		25,000	15,000
A Hodgkinson (resigned 22 April 2019)	Remuneration	-	65,000 -
			70,000
	Pension contributions paid	-	10,000 -
			15,000

During the year ended 31 August 2020, no Trustee expenses have been incurred (2019 - £NIL).

16. Trustees' and Officers' insurance

The Trust has opted into the Department for Education's risk protection arrangement (RPA), an alternative to insurance where UK government funds cover losses that arise. This scheme protects Trustees and officers from claims arising from negligent acts, errors or omissions occurring whilst on academy business, and provides cover up to £10,000,000. It is not possible to quantify the Trustees and officers indemnity element from the overall cost of the RPA scheme membership.

RAYLEIGH SCHOOLS TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

17. Tangible fixed assets

	Long-term leasehold property £	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation				
At 1 September 2019	17,270,100	99,859	95,951	17,465,910
Additions	-	4,158	-	4,158
Disposals	-	(2,000)	-	(2,000)
At 31 August 2020	<u>17,270,100</u>	<u>102,017</u>	<u>95,951</u>	<u>17,468,068</u>
Depreciation				
At 1 September 2019	1,277,926	56,812	91,229	1,425,967
Charge for the year	221,036	10,967	4,722	236,725
On disposals	-	(2,000)	-	(2,000)
At 31 August 2020	<u>1,498,962</u>	<u>65,779</u>	<u>95,951</u>	<u>1,660,692</u>
Net book value				
At 31 August 2020	<u>15,771,138</u>	<u>36,238</u>	-	<u>15,807,376</u>
<i>At 31 August 2019</i>	<u>15,992,174</u>	<u>43,047</u>	<u>4,722</u>	<u>16,039,943</u>

Included in long-term leasehold property is land at valuation of £6,334,000 (2019 - £6,334,000) which is not depreciated. The land valuation is comprised of land at Sweyne Park School of £4,084,000 (2019 - £4,084,000) and land at Glebe Primary School of £2,250,000 (2019 - £2,250,000).

The leasehold property at the Sweyne Park School site was valued as at 31 March 2014 by Mouchel, a RICS registered valuer using the Depreciated Replacement Cost Method. The leasehold property at the Glebe Primary School site was revalued as at 31 August 2018 by Montagu Evans, a RICS registered valuer using the Depreciated Replacement Cost Method. This revaluation has caused the revaluation to long-term leasehold property shown above.

The freehold relating to the above leasehold property is held by Essex County Council. The Trust holds a 125 year lease on a peppercorn rent from 1 April 2013 at Sweyne Park School and 1 October 2017 at Glebe Primary School.

RAYLEIGH SCHOOLS TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

18. Debtors

	2020	2019
	£	£
Due within one year		
Other debtors	44,894	56,142
Prepayments and accrued income	296,519	215,128
	341,413	271,270

19. Creditors: Amounts falling due within one year

	2020	2019
	£	£
Trade creditors	49,795	47,349
Other taxation and social security	157,525	155,747
Other creditors	194,371	141,322
Accruals and deferred income	361,471	527,615
	763,162	872,033

	2020	2019
	£	£
Deferred income		
Deferred income at 1 September	131,887	143,676
Resources deferred during the year	71,319	131,887
Amounts released from previous periods	(131,887)	(143,676)
Deferred income at 31 August	71,319	131,887

At the balance sheet date the Trust was holding funds received in advance for:

- Funds received in advance from the ESFA for the 2020/21 academic year.
- Funds received in advance in regards to catering that will take place in the 2020/21 academic year.
- Funds received in advance for Universal Infant Free School Meals (UIFSM) for the 2020/21 academic year.

RAYLEIGH SCHOOLS TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

20. Statement of funds

	Balance at 1 September 2019 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2020 £
Unrestricted funds						
General funds	265,818	245,165	(132,187)	(8,558)	-	370,238
Projects and initiatives fund	96,000	-	(15,681)	-	-	80,319
	<u>361,818</u>	<u>245,165</u>	<u>(147,868)</u>	<u>(8,558)</u>	<u>-</u>	<u>450,557</u>
Restricted general funds						
General Annual Grant (GAG)	209,982	8,765,808	(8,847,591)	-	-	128,199
Pupil Premium	-	356,818	(356,818)	-	-	-
Other DfE / ESFA revenue grants	-	573,125	(573,125)	-	-	-
Local Authority revenue grants	-	602,957	(602,957)	-	-	-
Other government revenue grants	-	48,737	(48,737)	-	-	-
Other educational income	-	333,303	(333,303)	-	-	-
Coronavirus exceptional support	-	18,449	(18,449)	-	-	-
Pension reserve	(5,245,000)	-	(362,000)	-	591,000	(5,016,000)
	<u>(5,035,018)</u>	<u>10,699,197</u>	<u>(11,142,980)</u>	<u>-</u>	<u>591,000</u>	<u>(4,887,801)</u>
Restricted fixed asset funds						
NBV of fixed assets	16,039,943	-	(236,725)	4,158	-	15,807,376
DfE / ESFA capital grants	72,623	341,521	(310,107)	4,400	-	108,437
	<u>16,112,566</u>	<u>341,521</u>	<u>(546,832)</u>	<u>8,558</u>	<u>-</u>	<u>15,915,813</u>
Total Restricted funds	<u>11,077,548</u>	<u>11,040,718</u>	<u>(11,689,812)</u>	<u>8,558</u>	<u>591,000</u>	<u>11,028,012</u>
Total funds	<u><u>11,439,366</u></u>	<u><u>11,285,883</u></u>	<u><u>(11,837,680)</u></u>	<u><u>-</u></u>	<u><u>591,000</u></u>	<u><u>11,478,569</u></u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

20. Statement of funds (continued)

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

The General fund has been created to recognise the incoming and outgoing resources in respect of activities undertaken by the Trust which fall outside the scope of its core activities. During the year, £4,158 was transferred to the NBV of fixed assets fund which represents capital purchases made using these funds. £4,400 was also transferred to the DfE / ESFA capital grants fund to cover an over-spend of these funds.

The General Annual Grant (GAG) represents the core funding for the educational activities of the school that has been provided to the Trust via the Education and Skills Funding Agency by the Department for Education. The GAG fund has been set up because the GAG must be used for the normal running costs of the Trust.

The Pupil Premium fund has been established to recognise the restricted funding from the Education and Skills Funding Agency to raise the attainment of disadvantaged pupils and close the gap between them and their peers.

The Other DfE / ESFA revenue grants fund represents a variety of other grant incomes that are received from the Education and Skills Funding Agency that fall outside of the core funding of the Trust.

The Local Authority revenue grants fund has been set up to recognise the income received from Essex County Council as a contribution towards the cost of the Trust's revenue expenditure.

The Other government grants fund has been established to recognise grants from Government bodies other than the DfE/ESFA and Local Authorities that fall outside the scope of core funding.

The Other activities fund has been established to recognise all other restricted funding that cannot be classified above but fall outside the scope of its core activities.

The exceptional government fund for coronavirus support has been set up in response to the ongoing pandemic.

The LGPS deficit (pension reserve) fund has been created to separately identify the pension deficit inherited from the Local Authority upon conversion to Academy Trust status, and through which all the pension scheme movements are recognised.

The NBV of fixed assets fund has been set up to recognise the tangible assets held by the Trust and is equivalent to the net book value of tangible fixed assets. Depreciation of tangible fixed assets is allocated to this fund.

The DfE/ESFA capital grants fund has been created to recognise capital grants received for the purpose of the acquisition of tangible fixed assets. As tangible fixed assets are purchased, a transfer is made to the NBV of Fixed Assets fund.

The designated unrestricted Projects and Initiatives fund is overseen by the CEO and used as deemed appropriate.

Under the funding agreement with the Secretary of State, the Trust was not subject to a limit on the amount of GAG it could carry forward at 31 August 2020.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

20. Statement of funds (continued)

Total funds analysis by academy

Fund balances at 31 August 2020 were allocated as follows:

	2020	2019
	£	£
Sweyne Park School	323,642	272,041
Glebe Primary School	255,114	299,759
	<hr/>	<hr/>
Total before fixed asset funds and pension reserve	578,756	571,800
Restricted fixed asset fund	15,915,813	16,112,566
Pension reserve	(5,016,000)	(5,245,000)
	<hr/>	<hr/>
Total	11,478,569	11,439,366
	<hr/> <hr/>	<hr/> <hr/>

RAYLEIGH SCHOOLS TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

20. Statement of funds (continued)

Total cost analysis by academy

Expenditure incurred by each academy during the year was as follows:

	Teaching and educational support staff costs	Other support staff costs	Educational supplies	Other costs excluding depreciation	Total 2020
	£	£	£	£	£
Sweyne Park School	6,598,648	822,516	718,892	849,224	8,989,280
Glebe Primary School	1,537,623	389,220	210,448	474,384	2,611,675
Trust	<u>8,136,271</u>	<u>1,211,736</u>	<u>929,340</u>	<u>1,323,608</u>	<u>11,600,955</u>

Comparative information in respect of the preceding year is as follows:

	<i>Teaching and educational support staff costs</i>	<i>Other support staff costs</i>	<i>Educational supplies</i>	<i>Other costs excluding depreciation</i>	<i>Total 2019</i>
	£	£	£	£	£
Sweyne Park School	6,244,744	835,229	845,371	981,328	8,906,672
Glebe Primary School	1,469,673	363,898	264,189	387,087	2,484,847
Trust	<u>7,714,417</u>	<u>1,199,127</u>	<u>1,109,560</u>	<u>1,368,415</u>	<u>11,391,519</u>

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NOTES TO THE FINANCIAL STATEMENTS
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20. Statement of funds (continued)

Comparative information in respect of the preceding year is as follows:

	<i>Balance at 1 September 2018 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Gains/ (Losses) £</i>	<i>Balance at 31 August 2019 £</i>
Unrestricted funds						
General funds	228,932	244,299	(111,413)	(96,000)	-	265,818
Projects and initiatives fund	-	-	-	96,000	-	96,000
	<u>228,932</u>	<u>244,299</u>	<u>(111,413)</u>	<u>-</u>	<u>-</u>	<u>361,818</u>
Restricted general funds						
General Annual Grant (GAG)	153,440	8,635,119	(8,578,577)	-	-	209,982
Pupil Premium	-	360,822	(360,822)	-	-	-
Other DfE / ESFA revenue grants	-	158,135	(158,135)	-	-	-
Local Authority revenue grants	-	528,574	(528,574)	-	-	-
Other government revenue grants	-	51,737	(51,737)	-	-	-
Other educational income	-	410,805	(410,805)	-	-	-
Pension reserve	(4,110,000)	-	(412,000)	-	(723,000)	(5,245,000)
	<u>(3,956,560)</u>	<u>10,145,192</u>	<u>(10,500,650)</u>	<u>-</u>	<u>(723,000)</u>	<u>(5,035,018)</u>
Restricted fixed asset funds						
NBV of fixed assets	15,851,242	-	(242,830)	-	431,531	16,039,943
DfE / ESFA capital grants	103,174	748,905	(779,456)	-	-	72,623
	<u>15,954,416</u>	<u>748,905</u>	<u>(1,022,286)</u>	<u>-</u>	<u>431,531</u>	<u>16,112,566</u>
Total Restricted funds	<u>11,997,856</u>	<u>10,894,097</u>	<u>(11,522,936)</u>	<u>-</u>	<u>(291,469)</u>	<u>11,077,548</u>
Total funds	<u>12,226,788</u>	<u>11,138,396</u>	<u>(11,634,349)</u>	<u>-</u>	<u>(291,469)</u>	<u>11,439,366</u>

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NOTES TO THE FINANCIAL STATEMENTS
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21. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2020 £	Restricted general funds 2020 £	Restricted fixed asset funds 2020 £	Total funds 2020 £
Tangible fixed assets	-	-	15,807,376	15,807,376
Current assets	1,213,719	128,199	108,437	1,450,355
Creditors due within one year	(763,162)	-	-	(763,162)
Defined benefit pension scheme liability	-	(5,016,000)	-	(5,016,000)
Total	450,557	(4,887,801)	15,915,813	11,478,569

Analysis of net assets between funds - prior period

	<i>Unrestricted funds 2019 £</i>	<i>Restricted general funds 2019 £</i>	<i>Restricted fixed asset funds 2019 £</i>	<i>Total funds 2019 £</i>
Tangible fixed assets	-	-	16,039,943	16,039,943
Current assets	1,233,851	209,982	72,623	1,516,456
Creditors due within one year	(872,033)	-	-	(872,033)
Defined benefit pension scheme liability	-	(5,245,000)	-	(5,245,000)
Total	361,818	(5,035,018)	16,112,566	11,439,366

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FOR THE YEAR ENDED 31 AUGUST 2020

22. Reconciliation of net expenditure to net cash flow from operating activities

		2020 £	2019 £
Net expenditure for the period (as per Statement of Financial Activities)		(551,797)	(495,953)
Adjustments for:			
Depreciation charges	17	236,725	242,830
Capital grants from DfE/ESFA and other capital income	4	(341,521)	(748,905)
Investment income	7	(978)	(667)
Defined benefit pension scheme cost less contributions payable	27	266,000	306,000
Defined benefit pension scheme finance cost	27	96,000	106,000
(Increase)/decrease in debtors	18	(70,143)	(144,324)
Increase/(decrease) in creditors	19	(108,871)	284,062
Net cash used in operating activities		(474,585)	(450,957)

23. Cash flows from investing activities

		2020 £	2019 £
Investment income	7	978	667
Purchase of tangible fixed assets	17	(4,158)	-
Capital grants from DfE/ESFA and other capital income	4	341,521	748,905
Net cash provided by investing activities		338,341	749,572

24. Analysis of cash and cash equivalents

		2020 £	2019 £
Cash at bank and in hand		1,108,942	1,245,186
Total cash and cash equivalents		1,108,942	1,245,186

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NOTES TO THE FINANCIAL STATEMENTS
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25. Analysis of changes in net debt

	At 1 September 2019 £	Cash flows £	At 31 August 2020 £
Cash at bank and in hand	1,245,186	(136,244)	1,108,942
	<u>1,245,186</u>	<u>(136,244)</u>	<u>1,108,942</u>

26. Capital commitments

	2020 £	2019 £
Contracted for but not provided in these financial statements	-	72,623
	<u>-</u>	<u>72,623</u>

27. Pension commitments

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

The latest actuarial valuation of the TPS related to the period ended 31 March 2016 and of the LGPS 31 March 2016.

Contributions amounting to £141,348 were payable to the schemes at 31 August 2020 (2019 - £141,322) and are included within creditors.

Teachers' Pension Scheme

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pension Scheme Regulations 2014. Membership is automatic for full-time teachers in academies. All teachers have the option to opt-out of the TPS following enrolment.

The TPS is an unfunded scheme to which both the member and employer makes contributions, as a percentage of salary - these contributions are credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

NOTES TO THE FINANCIAL STATEMENTS
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27. Pension commitments (continued)

Valuation of the Teachers' Pension Scheme

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 every 4 years. 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 2016. The valuation report was published by the Department for Education on 5 March 2019. The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 23.68% of pensionable pay (including a 0.08% administration levy)
- total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £218,100 million and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £196,100 million, giving a notional past service deficit of £22,000 million
- the SCAPE rate, set by HMT, is used to determine the notional investment return. The current SCAPE rate is 2.4% above the rate of CPI, assumed real rate of return is 2.4% in excess of prices and 2% in excess of earnings. The rate of real earnings growth is assumed to be 2.2%. The assumed nominal rate of return including earnings growth is 4.45%.

The next valuation result is due to be implemented from 1 April 2023.

The employer's pension costs paid to TPS in the year amounted to £1,220,000 (2019 - £959,528).

A copy of the valuation report and supporting documentation is on the Teachers' Pensions website (<https://www.teacherspensions.co.uk/news/employers/2019/04/teachers-pensions-valuation-report.aspx>).

Under the definitions set out in FRS 102, the TPS is an unfunded 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 above the information available on the scheme.

Local Government Pension Scheme

The LGPS is a funded defined benefit pension scheme, with the assets held in separate Trustee-administered funds. The total contribution made for the year ended 31 August 2020 was £397,000 (2019 - £376,000), of which employer's contributions totalled £319,000 (2019 - £300,000) and employees' contributions totalled £ 78,000 (2019 - £76,000). The agreed contribution rates for future years are 24.5 to 25.0 per cent for employers and 5.5 to 12.5 per cent for employees.

As described in Note 2.13 the LGPS obligation relates to the employees of the Trust, who were the employees transferred as part of the conversion from the maintained school and new employees who were eligible to, and did, join the Scheme in the year. The obligation in respect of employees who transferred on conversion represents their cumulative service at both the predecessor school and the Trust at the balance sheet date.

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.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

27. Pension commitments (continued)

Principal actuarial assumptions

	2020	<i>2019</i>
	%	%
Rate of increase in salaries	3.30	3.70
Rate of increase for pensions in payment/inflation	2.30	2.20
Discount rate for scheme liabilities	1.60	1.85
Inflation assumption (CPI)	2.30	2.20
Inflation assumption (RPI)	3.10	3.20

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

	2020	<i>2019</i>
	Years	Years
<i>Retiring today</i>		
Males	21.8	21.3
Females	23.8	23.6
<i>Retiring in 20 years</i>		
Males	23.2	23.0
Females	25.2	25.4

Sensitivity analysis

	2020	<i>2019</i>
	£000	£000
Discount rate +0.1%	(206)	(192)
Discount rate -0.1%	210	196
Mortality assumption - 1 year increase	340	318
Mortality assumption - 1 year decrease	(328)	(306)

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27. Pension commitments (continued)

The Trust's share of the assets in the scheme was:

	2020 £	2019 £
Equities	2,588,000	1,967,000
Gilts	179,000	172,000
Other bonds	234,000	175,000
Property	325,000	249,000
Cash	113,000	91,000
Alternative assets	485,000	305,000
Other managed funds	254,000	160,000
Total market value of assets	4,178,000	3,119,000

The actual return on scheme assets was £87,000 (2019 - £227,000).

The amounts recognised in the Statement of Financial Activities are as follows:

	2020 £	2019 £
Current service cost	(585,000)	(501,000)
Past service cost	-	(105,000)
Interest income	59,000	71,000
Interest cost	(155,000)	(177,000)
Total amount recognised in the Statement of Financial Activities	(681,000)	(712,000)

Changes in the present value of the defined benefit obligations were as follows:

	2020 £	2019 £
At 1 September	8,364,000	6,654,000
Current service cost	585,000	501,000
Interest cost	155,000	177,000
Employee contributions	78,000	76,000
Actuarial losses	40,000	878,000
Benefits paid	(28,000)	(27,000)
Past service costs	-	105,000
At 31 August	9,194,000	8,364,000

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

27. Pension commitments (continued)

Changes in the fair value of the Trust's share of scheme assets were as follows:

	2020 £	2019 £
At 1 September	3,119,000	2,544,000
Interest income	59,000	71,000
Actuarial gains	631,000	155,000
Employer contributions	319,000	300,000
Employee contributions	78,000	76,000
Benefits paid	(28,000)	(27,000)
At 31 August	4,178,000	3,119,000

Reconciliation of opening to closing defined benefit pension scheme liability

	2020 £	2019 £
Balance brought forward at 1 September	5,245,000	4,110,000
Defined benefit pension scheme cost less contributions payable	266,000	306,000
Defined benefit pension scheme finance cost	96,000	106,000
Actuarial (gains) / losses	(591,000)	723,000
Balance carried forward at 31 August	5,016,000	5,245,000

Amounts recognised in the Balance Sheet are as follows:

	2020 £	2019 £
Present value of the defined benefit obligation	(9,194,000)	(8,364,000)
Fair value of scheme assets	4,178,000	3,119,000
	(5,016,000)	(5,245,000)

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

28. Operating lease commitments

At 31 August 2020 the Trust had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2020 £	2019 £
Within 1 year	131,111	144,561
Between 1 and 5 years	17,911	81,274
	<u>149,022</u>	<u>225,835</u>

29. 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.

30. Related party transactions

Simon Smith, the company secretary and also the Learning Environment Leader, is a member of Rochford District Council. During the year ended 31 August 2020 the Trust was invoiced £37,131 (2019 - £44,037) by Rochford District Council, a district council with regards to council rates for the year. The services are in accordance with the Trust's financial regulations and standard procurement procedures. There was a balance of £NIL (2019 - £NIL) outstanding at 31 August 2020 in respect of these transactions.

Lynda Walker, Chair of Sweyne Park Local Governing Body (LGB), is a Trustee of Rochford District Schools Partnership Trust, being the representative for this Trust. During the year ended 31 August 2020 the Trust was invoiced £NIL (2019 - £12,000) by Rochford District Schools Partnership Trust, a charitable Trust which provides support for children in local schools through the provision of support services which are provided at cost and Lynda Walker derives no personal benefit. The services are in accordance with the Trust's financial regulations and standard procurement procedures. There was a balance of £NIL (2019 - £NIL) outstanding at 31 August 2020 in respect of these transactions.

Ceri Jones is the Headteacher at Chipping Hill Primary School and a Governor of the Trust. During the year, support services totalling £NIL (2019 - £5,000) were invoiced to the Trust from Chipping Hill Primary School. There was no balance outstanding at the year end (2019 - £NIL). All transactions undertaken with the school are at arms length.

NOTES TO THE FINANCIAL STATEMENTS
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31. Agency arrangements

The Trust administers the distributions of the discretionary support for learners, 16-19 Bursary Funds, on behalf of the ESFA. During the year the Trust received funds of £20,705 (2019 - £20,598) and disbursed £18,999 (2019 - £73,382). £705 (2019 - £NIL) was retained to cover administration expenses and therefore a balance of £1,001 (2019 - £NIL) relating to undistributed funds is repayable to the ESFA as at the balance sheet date and is included within creditors.