

Registration number: 07989226

# Braunton School and Community College Academy Trust

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 August 2021

Thompson Jenner LLP  
1 Colleton Crescent  
Exeter  
Devon  
EX2 4DG

# Braunton School and Community College Academy Trust

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## **Braunton School and Community College Academy Trust**

### **Reference and Administrative Details**

<b>Members</b>	Mr B Eason Mr M Cammack Mr D Sanders Mr N Tanton Mr M Juby
<b>Trustees (Directors)</b>	Mr M Juby, Chair Mr B Eason Mr D Hartnoll Mr D Liversedge Mr A Clee Mr D Sanders Ms T Elliott Mr A Milton Mr M Cammack (resigned 5 November 2021) Mr G Brown Ms S Scott (resigned 9 December 2020) Ms R Dalton (appointed 15 September 2020) Mr N Plumb (appointed 15 September 2020) Ms E Trueman (appointed 15 September 2020) Mrs F Bowler (appointed 1 September 2021)
<b>Company Secretary</b>	Mrs A Hellmund
<b>Principal</b>	Mrs F Bowler
<b>Senior Management Team</b>	Mrs F Bowler, Headteacher Mr M Cammack, Headteacher (retired 31/08/2021) Mr R Horton, Assistant Head Mrs M Frost, Deputy Head (retired 31/08/2021) Ms S Piper, Business Manager Ms F Johnson, HR/Admin Systems Manager (retired 04/01/2021) Mr J Frickleton, KS3 Raising Standards Leader Mrs J Craig, KS4 Raising Standards Leader Mrs C Davenport, Designated Safeguarding Lead Mrs K De Groot, Director of Additional Learning Needs Mr A Parsons, Aspire Leader Mrs A Hellmund, HR & Admin Systems Manager

**Braunton School and Community College Academy Trust**

**Reference and Administrative Details (continued)**

<b>Principal and Registered Office</b>	Barton Lane Braunton Devon EX33 2BP
<b>Company Registration Number</b>	07989226
<b>Auditors</b>	Thompson Jenner LLP 1 Colleton Crescent Exeter Devon EX2 4DG
<b>Bankers</b>	Lloyds TSB 17 Cross Street Barnstaple Devon EX31 1BE
<b>Solicitors</b>	Foot Anstey Senate Court Southernhay Gardens Exeter Devon EX1 1NT

## **Braunton School and Community College Academy Trust**

### **Trustees' Report for the Year Ended 31 August**

The Trustees present their annual report together with the financial statements and auditor's report of the charitable company for the period from 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021. The annual report serves the purposes of both a Trustees' report, and a Directors' report under company law.

The Trust operates an Academy for pupils aged 11 to 16 serving a catchment area in North Devon. It has a pupil capacity of 750 and had a roll of 752 in the school census on 7<sup>th</sup> October 2021.

#### **Structure, governance and management**

##### **Constitution**

The Academy Trust is a company limited by guarantee and an exempt charity. The charitable company's memorandum and articles of association are the primary governing documents of the Academy Trust. The Trustees of Braunton School and Community College Academy Trust are also the Directors of the charitable company for the purposes of company law. The charitable company is known as Braunton Academy.

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**

The Academy Trust through its Articles has indemnified its Trustees to the fullest extent permissible by law. During the period the Academy Trust also purchased and maintained liability insurance for its Trustees.

##### **Method of recruitment and appointment or election of Trustees**

The Academy's Governing Body comprises the Principal, 5 Parent Governors, up to 5 Staff Governors (providing that the total number of Governors, including the Principal, who are employees of the Academy Trust, does not exceed one third of the total number of Governors) and up to 5 Community Governors.

The Academy Trust shall have the following Governors as set out in its Articles of Association and funding agreement:

- up to 14 Governors in total (3 of whom are currently Trust members).
- up to 5 Parent Governors who are elected by [Parents of registered pupils at the Academy].
- up to 3 staff Governors appointed by [Staff of the Academy] (one of which is the Principal)
- up to 5 Community Governors who are appointed by [the Governing Body].

Governors are appointed for a four year period, except that this time limit does not apply to the Principal or Members of the Board of Trust. Subject to remaining eligible to be a particular type of Governor, any Governor can be re-appointed or re-elected.

When appointing new Community Governors, the Board will give consideration to the skills and experience mix of existing Governors in order to ensure that the Board has the necessary skills to contribute fully to the Academy's development. Staff and Parent Governors are recruited through an election process (see above).

## **Braunton School and Community College Academy Trust**

### **Trustees' Report for the Year Ended 31 August**

#### **Policies and procedure, including Safeguarding protocols adopted for the induction and training of Trustees**

The training and induction provided for new Governors will depend upon their existing experience but would always include a tour of the Academy and a chance to meet staff and pupils. All Governors are provided with copies of policies, procedures, minutes, accounts, budgets, plans and other documents that they will need to undertake their role as Governors. As there are normally only two or three new Governors a year, induction tends to be done informally and is tailored specifically to the individual. Advantage is taken of specific courses offered by the Local Authority and other bodies.

1. All new governors are required to attend New Governor Training through LDP Governor Support.
2. All new governors are required to attend a full round of Portfolio and Full Governing Body meetings to familiarise themselves with the procedures of the Governing Body.
3. All new Governors receive a comprehensive Induction pack of past minutes and further appropriate information to enable them to become effective governors.
4. All new governors are subject to process of Enhanced DBS checks and GDPR awareness training.

#### **Organisational structure**

The Full Governing Body meets twice each term. The Board establishes an overall framework for the governance of the Academy and determines membership, terms of reference and procedures of Portfolio groups. It receives reports including policies from its Portfolio Groups for ratification. It monitors the activities of the Portfolio Groups through the reports of their meetings. The Board may from time to time establish Working Groups to perform specific tasks over a limited timescale.

The Portfolio Groups include:

- o Finance, Estate and Audit, including security and health and safety matters.
- o Leadership, Management and risk, including Staff resourcing.
- o Quality of Education, which includes Student Progress, Teaching, Learning, Assessment & Outcomes
- o Behaviour, Attitudes & Personal Development (including safeguarding),

These Groups meet twice per term to monitor, evaluate and review Academy policy, practice and performance in relation to curriculum planning, communications, target setting and assessment and all pastoral issues.

The following decisions are reserved to the Board of Governors; to consider any proposals for changes to the status of constitution of the Academy and its governing body portfolio structure, to appoint or remove the Chairman and/or Vice Chairman, to appoint the Principal and Company Secretary, to approve the capital expenditure plan, school improvement plan and budget.

The Governors are responsible for setting general financial policy, adopting an annual plan and budget, approving the statutory accounts, monitoring the Academy by the use of budgets and other data, and making major decisions about the direction of the Academy, capital expenditure and staff appointments.

The Trustees and Board of Governors have devolved responsibility for day to day management of the Academy to the Principal and Senior Leadership Team (SLT). The SLT comprises the Principal, Deputy Head teacher, Assistant Head teacher, Director of ALN, Aspire Leader, KS3 & KS4 Raising Standard Leaders, and includes the Business Manager, Safeguarding Manager and the H.R./Admin Systems Manager. The SLT implement the policies laid down by the Governors and report back to them on performance.

The Academy has a leadership structure which consists of the Governors and the Senior Leadership Team. The aim of the leadership structure is to devolve responsibility and encourage involvement in decision making at all levels. The Principal is the Accounting Officer.

## Braunton School and Community College Academy Trust

### Trustees' Report for the Year Ended 31 August

#### Arrangements for setting pay and remuneration of key management personnel

The Academy uses the Teachers' Pay and Conditions Book when setting pay for all teaching staff. The Academy uses 'BlueSky' to record CPD training, and Lesson Observations for teachers. During 2020-21 staff were subject to reviews, however some elements of the observation process was not possible due to Covid 19 restrictions. The Senior Leader responsible for the reviews liaises with the Head of Department, who line manages the teacher. The Academy works with the School Pay Policy in determining whether a member of staff has met their targets and had successful lesson observations, before pay decisions are made.

The Leadership and Management Portfolio Group of the Governing Body have delegated powers to agree and ratify pay decisions for staff, following discussions and recommendations by the Senior Leadership Team and evidence to support these recommendations.

The Principal's, Headteacher Performance Management (HTPM) / Pay review is undertaken by the Leadership and Management Portfolio Group in conjunction with the School Improvement Partner annually.

#### Trade union facility time

Under the provisions of the Trade Union (Faculty Time Publication Requirements) Regulations 2017, Braunton Academy can confirm the following in respect to Schedule 2 of the Regulations

##### Relevant union officials

Number of employees who were relevant union officials during the relevant period	Full-time equivalent employee number
	Nil

##### Percentage of time spent on facility time

Percentage of time	Number of employees
0%	Nil
1% to 50%	Nil
51% to 99%	Nil
100%	Nil

##### Percentage of pay bill spend on facility time

Total cost of facility time	Nil
Total pay bill	Nil
Percentage of the total pay bill spend on facility time	Nil

##### Paid trade union activities

Time spent on paid trade union activities as a percentage of total paid facility time hours	Nil
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#### Related Parties and other Connected Charities and Organisations

The Academy has always maintained strong collaborative links with its five partner primary schools, which form the Local Learning Community; this mutually supportive relationship has since September 2019 been further strengthened with the formation of the co-operative Trust, called the 'Braunton Learning Community Trust'. The

## **Braunton School and Community College Academy Trust**

### **Trustees' Report for the Year Ended 31 August**

establishment of a more formal partnership which ensures engagement and commitment of all schools into supporting transition and other learning partnership initiatives for the benefit of the students and their parent/carers within the group.

In addition, Braunton Academy has close informal partnerships with local Colleges, secondary schools, special schools and behavioural support units in the North Devon Area. More formal relationships are undertaken with the other North Devon secondary school through The North Devon Academic Board (NORDAB). The Academy also works closely with the Dartmoor Teaching School Alliance (DTSA), and the North Devon Teaching School Alliance (NDTSA). None of these partnerships or collaborations can either control or significantly influence the decisions and operations of Braunton Academy Trust.

There is a Parent Teacher Association called the 'Braunton Academy Parent Partnership' which raises funds for the sole benefit of Braunton Academy.

#### **Objectives and aims**

The principle objective and activity of Braunton Academy is to advance, for the public benefit, education in the United Kingdom, in particular by establishing, maintaining, managing and developing a school that offers a broad range of curriculum for students of different abilities in the 11-16 age range.

The principle objective and activity of the Charitable Company is the operation of Braunton Academy to provide free education and care for students of different abilities between the ages of 11 and 16.

Braunton Academy's vision for all is clearly shared in the Academy Prospectus, stating:

“By the time our students are ready to leave us, we want them all to reach their full academic potential and to be successful independent learners who can look forward to enjoy a fulfilling, prosperous and healthy life. In addition, we want our young people to play an active part in making our world a more peaceful, equitable and sustainable place.

Braunton Academy is committed to providing high quality, innovative learning experiences through an exciting and innovative curriculum.”

The strap-line for Braunton Academy is 'Aspire & Achieve': encouraging each student to realise his or her full academic, creative and physical potential and to develop positive social and moral values. The Academy is a community in which all young people can flourish supported by some outstanding, well-trained staff and some well informed and fully engaged parents.

The specific aims of Braunton Academy during the period ended 31 August 2021 are summarised below:

- to continue to raise the standard of educational attainment and achievement of all students;
- to provide a broad and balanced curriculum, including a good range extra-curricular activities before and after core school time;
- to develop students as effective, independent life-long learners;
- to continue to develop all of the staff so they can deliver the best learning experiences to our students in a safe and pleasant learning environment;
- to develop the Academy site, its resources and facilities, so that it enables students to achieve their full potential;
- to ensure that every student enjoys the same high quality education in terms of resourcing, tuition and care;
- to improve the effectiveness of the Academy by keeping the curriculum and organisational structure under continual review;
- to ensure best value for the funds expended;
- to develop greater coherence, clarity and effectiveness in school systems;
- to comply with all appropriate statutory safeguarding, health and safety and curriculum requirements;
- to maintain close links with the local community and local businesses;



## Braunton School and Community College Academy Trust

### Trustees' Report for the Year Ended 31 August

- to continue to develop strong and reciprocal national and international, school links;
- to develop the Academy's capacity to lead and manage change, and
- to conduct the Academy's business in accordance with the highest standards of integrity, probity and openness.

#### Objectives, strategies and activities

Detailed strategies for the year are contained in the Academy Development Plan 2020/21: which is available from the Academy website. Improvement focuses identified for this year included:

- Continued development of systems for tracking, monitoring student attainment and targeted intervention strategies to support underperforming students and student premium cohorts, which include 4Matrix.
- Development of the quality of teaching and learning through an innovative training programme and paired lesson observations to share best practice with the wider staff.
- Continuing to develop leadership capacity and quality at all levels in the organisation through engagement in externally provided programmes, internships and coaching.
- Developing our whole Academy CPD, performance management and strategic leadership through the use of 'BlueSky'.
- Continuing the development of a series of school site improvement
  - CIF submissions using the expertise of David Wilson Partnership who are local experts with a strong track record.
  - Salix Loan application to upgrade all lighting to LED.
  - Replacement and upgrade of the school 3G pitch and fencing.
- Develop independent learning by working with staff, parents and students to embed the new Independent Learning Programme/Period and Home Learning policy and change the way home learning can be delivered and facilitated.
- Develop strategic governance through training, seeking best practice in other schools and the continued development of our portfolio model.
- To continue to market the Academy as 'the school of first choice' (including those who have traditionally considered the independent sector) for children in the wider Braunton catchment area, and beyond.
- To continue to be an 'inside-outward' looking school – prepared to embrace the widest and most effective styles of teaching and learning, whilst maintaining and developing educational practices recognised to be specifically appropriate for our students and their community. This will be achieved through training and sharing of good practice with colleagues, other outstanding schools and practitioners.
- To consider and engage with the newly emerging structures of school partnerships (in particular the development of Teaching School Alliances).
- As a rural school in a relatively remote area of the country, the Academy will target renewed International Schools Accredited status and continue with its enhanced programme of international visits and work, opening students' eyes and minds to the global nature of the world they are entering as young adults.
- Aspire to being an 'Outstanding' school.

However, the impact of COVID-19 (Coronavirus) on the education sector during the year was significant. With periods of shutdowns and year group 'bubbles' having to self-isolate. Throughout these periods the Academy continued to provide places for students of key workers and those with Education, Health and Care Plans (EHCPs).

This disruption to the education of students, and the requirement for many staff to work from home, has meant that the operational priorities for 2020-21 had to be adapted during the academic year. The focus quickly shifted to ensuring that students were well supported in their emotional health and wellbeing, as well as academic studies. Great efforts were made to ensure that there was regular contact with students and families by those in pastoral roles in the school e.g. Form Tutors, Pastoral Support Workers, and Heads of Years. There was also an emphasis placed on the effective delivery of remote education for those that were unable to attend school in person. A significant amount of time was also invested in providing examination boards with Teacher Assessment Grades. These were the grades that student were most likely to have achieved if they had sat the examinations and took into account a range of evidence including classwork, homework, mock exam results etc. The school followed the Ofqual published guidance on this process in order to ensure that the process was applied fairly, and without bias or discrimination, for students at this school

## Braunton School and Community College Academy Trust

### Trustees' Report for the Year Ended 31 August

#### Public benefit

The Academy provides educational services to all children in the local area. The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the public benefit guidance provided by the Charity Commission.

Braunton Academy aims to advance, for the public benefit, education in Braunton and the surrounding area. As an Academy, the school has a duty to engage with and support other schools, which takes place through the various vehicles of the Braunton Learning Community Trust, NORDAB, DTSA and NDTSA. We support schools through sharing experiences, advice and providing support and guidance from the Academy's fully qualified staff and the occasional provision of outreach work. The Academy offers the use of its specialist facilities to enhance the learning opportunities for all its partner Primary Schools.

#### Strategic Report

##### Achievements and performance

##### Teacher-assessed Exam results 2021 (August 2021 unvalidated)

Standard Pass in English & Maths (9-4)	78%
Strong Pass in English & Maths (9-5)	53%
Progress 8 Score	0.38 Based on 2019 Validated Estimates
Attainment 8 Score	52.02
Entered for EBACC	32.89%
Achieving EBACC	25.66% Standard, 19.74% Strong

##### Other outcomes from Braunton Academy during 2020/21

- Braunton Academy had an attendance of 98.30%.
- Braunton Academy is at full capacity with 745 of students on roll.
- Although the Academy was unsuccessful with two CIF bid applications to the DfE, for the replacement of roofs for the Technology/Science block and Sports Hall, the school was able to make the following improvements to the site.
  - Commenced work on the replacement of the 3G Pitch and fencing.
  - Awarded Salix loan, which enabled the whole school to be upgraded to LED lighting.
  - Invested in two outdoor shelters.
  - Installed a 'Snack Shack' to provide an alternative outlet to serve food for students.
- In addition, the school were successful during the year in obtaining grants/Funding from
  - Braunton Academy Parent Partnership - Just Giving campaign which enabled the Academy to invest in laptops to support home learning.
  - Fullabrook – awarded a Covid 19 grant, which enabled the Academy to invest in laptops to support home learning.

#### Going concern

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

## Braunton School and Community College Academy Trust

### Trustees' Report for the Year Ended 31 August

#### Financial review

Despite the impact of Covid 19, the continued financial uncertainty and turbulence in government funding, years of real terms cuts to school funding and a funding formula that disadvantages schools with a similar profile to Braunton Academy, the Trustees are content that the Academy is in a strong financial position due to a culture and history of prudent financial management and governance. The Trustees remain committed to ensuring that any funds expended, will impact positively on the teaching and learning of our students.

#### Restricted funds:

Over this reporting period, the Academy Trust received a General Annual Grant of £3,881k (including the Teachers' Pay and Pension Grants) which is the core funding for the school's objectives. The Academy spent £3,675k on the primary educational operational expenditure together with a transfer of £158k from GAG.

The transfer of funds included £76k to cover the catering deficit which was significantly impacted by Covid 19 with a notable reduction in income generated, due to periods of the school being in shutdown, and year group 'bubbles' having to self-isolate at home. £79k to cover the cost of LED lighting installation and £3k to the Tennis and Athletic track sinking funds to support future works.

Overall the Academy is carrying forward an increase in the GAG balance of £48k through to the next period. This was direct impact of Covid 19, as the Academy had a reduction in costs budgeted in areas such as utilities, building maintenance, Exams and external vocational providers.

With the requirement of students to complete home learning, the Academy received a grant of £8k from Fullabrook, a local CIC, and £7k from Braunton Academy Parent Partnership to purchase additional laptops to support our students.

With the 3G pitch coming to end of its life, the Academy awarded a contract to Charles Lawrence for the replacement of the carpet and enhanced fencing at a cost of £186k. The enhanced fencing was required to protect the 3G Pitch in addition to preventing access to school facilities, which are situated behind this facility. Due to the impact of Covid 19 and Brexit, the works was 20% complete at the financial year end. The cost of the work being covered by the 3G Pitch sinking fund of £105k, grants awarded from two local charities, Fullabrook £20k and Vivienne Moon £15k, £5k from Braunton Football Club, with the remaining funds to be covered by the school funds (40k).

#### Restricted Fixed Asset Funds:

During the period, the school has seen significant investment in Capital projects both through investment directly from the school and devolved capital funds with additions of over £200k.

During the year, it was noted that there had been a miss-classification of land and buildings at the time of academisation. The impact of this is that depreciation has been understated each year since 2012. This has been corrected during the current year by way of prior year adjustment to the accounts. The impact on the restricted fixed asset fund is a reduction of £862,389 to the book value of assets held as at 31 August 2021. There is no impact on the other funds of the Academy: restricted and unrestricted funds remain unchanged.

#### Unrestricted funds:

The Academy trust brought forward an Unrestricted Fund balance of £426k. During the reporting period incoming resources associated with Canteen Income, Traded activities and donations amounted to £85k and the cost of generating such income was £150k. Catering Income and Lettings being significantly being impacted by Covid 19.

#### Reserves policy

The Governors annually review the reserve levels of the Academy. This review encompasses the nature of income and expenditure streams, the need to match income with commitments and the nature of reserves. The Governors

## Braunton School and Community College Academy Trust

### Trustees' Report for the Year Ended 31 August

take into consideration the future plans of the Academy, the uncertainty over future income streams and other key risks identified during the risk review.

The Governors have determined that the appropriate level of free cash reserves should be approximately £300,000. The reason for this is to provide sufficient working capital to cover delays between spending and receipt of grants and to provide a cushion to deal with unexpected emergencies such as urgent maintenance.

At 31<sup>st</sup> August 2021 the Academy had £438k of unrestricted free reserves and also £287k of restricted General Annual Grant which is available to spend on Educational activities. Other restricted reserves are detailed in note 16 to the financial statements.

#### Investment policy

All funds surplus to immediate requirements are invested to optimal effect. Where cash flows allows, sums may be invested on deposits for extended periods.

Governors are committed to ensuring that all funds under the control are managed in such a way as to maximise return whilst minimising risk.

#### Principal risks and uncertainties

The principle risks and uncertainties facing the Academy are as follows:

**Financial** – the Academy has considerable reliance on continued Government funding through the ESFA. In the last year £4,160k (94.13%) of the Academy's incoming resources were ultimately Government funded and whilst this level is expected to continue, there is no assurance that Government policy or practice will remain the same or that public funding will continue at the same levels or on the same terms.

**Failure in governance and/or management** – the risk in this area arises from potential failure to effectively manage the Academy's finances, internal controls, compliance with regulations and legislation, statutory returns, etc. The Governors continue to review and ensure that appropriate measures are in place to mitigate these risks.

**Reputational** – the continuing success of the Academy is dependent on continuing to attract students in sufficient numbers by maintaining the highest educational standards. To mitigate this risk, Governors ensure that student success and achievement are closely monitored and reviewed. In addition a positive Academy marketing strategy has been developed to maximise intake with KS3 & KS4 now at PAN or above, with a 'waiting list'.

**Safeguarding and child protection** – the Governors continue to ensure that the highest standards are maintained in the areas of selection and monitoring of staff, the operation of Safeguarding/ Child Protection policies and procedures, health & safety and discipline.

**Staffing** – the success of the Academy is reliant on the quality of its staff and the Governors monitor and review policies and procedures to ensure continued development and training of staff as well as ensuring there is clear succession planning.

**Fraud and mismanagement of funds** – The Academy has appointed an Internal Auditor to carry out checks on financial systems and records as required by the Academy Financial Handbook. All finance staff receive training to keep them up to date with financial practice requirements and develop their skills in this area.

**Covid-19** – was an event during 2020-21 which was not predicted. It is a situation which the Academy has had to adapt its learning and operating procedures to enable the school to provide the best possible outcomes for students, whilst ensuring students and staff are kept safe. This has been achieved through the implementation of Covid19