

# **Chelmsford County High School for Girls**

## **Consolidated Annual Report and Financial Statements**

Year ended 31 August 2018

Company Limited by Guarantee  
Registration Number  
07445392 (England and Wales)

# Chelmsford County High School for Girls

## Contents

### Reports

Reference and administrative information	1
Governors' report	3
Governance statement	13
Statement on regularity, propriety and compliance	17
Statement of Governors' responsibilities	18
Independent auditor's report on the financial statements	19
Independent reporting accountant's report on regularity	23

### Financial statements

Consolidated statement of financial activities incorporating income and expenditure account	25
Group balance sheet	26
School balance sheet	27
Consolidated statement of cash flows	28
Notes to the financial statements incorporating:	
Statement of accounting policies	29
Other notes to the financial statements	34

## Chelmsford County High School for Girls

### Reference and administrative information

<b>Members</b>	Nicole Chapman Peter Cook Mitra Janes (resigned 19 Dec 2017) Stephen Miles Richard Vass Yvonne Wickers (appointed 9 Mar 2018) Mike Worboys
<b>Governors</b>	Stephen Miles (Chair) Peter Cook (Vice-Chair) Richard Brown Nicole Chapman (Headteacher and Accounting Officer) Sarah Clements (appointed 1 Jan 2018) Rosalind Cornish Margaret Cousins (resigned 31 Dec 2017) Mitra Janes (Chair of the Staff & Student Matters Committee – resigned 19 Dec 2017) Ruth Neave Jason Oster Lee Palmer (Responsible Officer & Chair of Audit Committee) Mark Rowell Lauren Smith Duncan Stevens Richard Vass (Chair of the Facilities & Finance Committee) Yvonne Wickers (Chair of the Staff & Student Matters Committee – appointed 9 Mar 2018) Mike Worboys (Chair of the Curriculum Committee)
<b>Company Secretary and Clerk to Governors</b>	Wendy Newton
<b>Senior Management Team</b>	
Headteacher	Nicole Chapman
Deputy Headteacher	Stephen Lawlor
Deputy Headteacher	Maria French (Deputy Headteacher wef 1 Sep 2017)
Assistant Headteacher	Michael Palmer
Assistant Headteacher	Nicholas Minnican (wef 1 Sep 2017)
Business Manager	Susan Hoefling
<b>Registered address</b>	Chelmsford County High School for Girls Broomfield Road Chelmsford Essex CM1 1RW

## Chelmsford County High School for Girls

### Reference and administrative information

**Company registration number** 07445392 (England and Wales)

**Independent Auditor** Edmund Carr LLP  
146 New London Road  
Chelmsford  
Essex  
CM2 0AW

**Bankers** Lloyds Bank plc  
Ground Floor  
1 Legg Street  
Chelmsford  
Essex  
CM1 1JS

Clydesdale Bank plc  
Second Floor  
Marlborough House  
Victoria Road South  
Chelmsford  
Essex  
CM1 1LN

**Solicitors** Essex Legal Services  
Newbridge House  
60-68 New London Road  
Chelmsford  
Essex  
CM2 0PD

## **Chelmsford County High School for Girls**

### **Governors' report** Year to 31 August 2018

The Governors of Chelmsford County High School for Girls (the academy trust known as 'the School') present their statutory report together with the consolidated financial statements and auditor's report of the charitable company for year 1 September 2017 to 31 August 2018.

The report serves the purposes of both a trustees' report and a directors' report under company law.

The financial statements have been prepared in accordance with the accounting policies set out on pages 29 to 34 of the attached financial statements and comply with the School's Memorandum and Articles of Association, applicable laws and the requirements of the Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102) and the Charities SORP 2015 ('SORP 2015').

Year 7 entry is based on an entrance test. Results are ranked and the School applies its admissions criteria to offer 80% of places to girls who live within 12.5 miles of the School and the other 20% are allocated irrespective of home address. The School has a pupil capacity of 1050 and had a roll of 967 in September 2017.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Constitution**

The School 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 School.

The Governors act as the trustees for the charitable activities of School and are also the directors of the charitable company for the purposes of company law.

Details of the Governors who served during the year and to the date of approval of these accounts 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 School 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.

### **Governors' Indemnities**

In accordance with normal practice the School has purchased insurance to protect the Governors and officers from claims arising from negligent acts, errors or omissions occurring whilst on School business. The insurance provides cover up to £5 million (2017 - £5 million) on any one claim and in the year under review the sum of £244 (2017 - £477) was paid.

## **Chelmsford County High School for Girls**

### **Governors' report** Year to 31 August 2018

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT** (continued)

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

The Governing Body comprises a maximum of 4 Parent Governors, a maximum of 10 Nominated Governors, 2 Staff Governors and the Headteacher. The Parent Governors are elected by the parent body of the School. The Staff Governors are elected by the School's staff. The 10 Nominated Governors are appointed by the members of the Academy Trust, after consultation with the Full Governing Body, and may be re-appointed after the end of their term of office. Individuals may request to join the Governing Body and the Members of the Academy Trust may decide to invite one of these individuals to join should a vacancy arise.

There are two Associate Members who are not trustees or directors of the School and do not have voting rights. They were invited to join the Governing Body and some of the committees make use of their expertise and knowledge of the School.

##### **Policies and Procedures Adopted for the Induction and Training of Governors**

All Governors undertake training as appropriate to their work on the Governing Body and the needs of the School. New Governors are provided with an induction programme delivered in-house. A log is kept of all governor training and reviewed on a regular basis at the Full Governing Body meetings.

##### **Organisation Structure**

The Governors, who are also the charity trustees, are responsible for the overall management and control of the School and meet at least four times a year.

The work of reviewing and monitoring most policies is delegated to the members of the Management Committee, Curriculum Committee, Staff & Student Matters Committee and the Facilities & Finance Committee. The Facilities & Finance Committee meets a minimum of four times a year, the Management Committee meets four times a year and the remaining committees meet once per term. All committees work under the chairmanship of a governor appointed before the first committee meeting of each academic year. Terms of reference of these committees are agreed annually at the first meeting of the academic year. The Clerk to Governors co-ordinates the work of the Governors and their committees, prepares agendas and papers and reviews matters arising. The Business Manager prepares the financial statements on behalf of the Governors.

All Governors give their time to the role freely; no remuneration and only limited expenses were paid in the year.

## **Chelmsford County High School for Girls**

### **Governors' report** Year to 31 August 2018

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT** (continued)

The Governors determine the general policies of the School. The day to day running of the School is delegated to the Headteacher, supported by the Senior Leadership Team. The Headteacher undertakes the key leadership role overseeing educational, pastoral and administrative functions in consultation with the Senior Leadership Team. The day to day administration is undertaken within the policies and procedures approved by the Governors. Only significant expenditure decisions and major capital projects should be referred to the Governors for prior approval.

The Headteacher is an ex-officio governor, Principal Accounting Officer and attends all Governing Body meetings. The Deputy Headteachers, the Assistant Headteachers and the Business Manager are invited to attend Governors' meetings as appropriate and relevant to their role.

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

The pay and remuneration of the Senior Leadership Team is considered annually in November/December by the Management Committee, following a review of their performance during the previous academic year. Salary levels reference the national Leadership Group pay range but are determined at the discretion of the Management Committee.

#### **Trade union facility time**

No employees were union officials during the year.

#### **Subsidiary Company**

CCHS Capital Development Limited (company registration number 02995298), a company limited by guarantee, is wholly controlled by the School.

The object of the subsidiary is "to maintain and support Chelmsford County High School for Girls and any successor establishment, the objects of which will be to advance learning and knowledge by teaching, promoting and supporting the academic achievement of its pupils, providing and supporting a range of extracurricular activities and preparing its pupils and students for a fulfilling and active life." It may raise funds, invite and receive contributions for the benefit of the School. The company derives its exempt charity status from S28(1) sch 3 of the Charities Act 2011. This legislation provides exempt charitable status based on its direct association with the School which is an exempt charity under the Academies Act 2010.

## **Chelmsford County High School for Girls**

### **Governors' report** Year to 31 August 2018

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT** (continued)

The Board of Trustees comprises of the members of the School's Management Committee and the Governor who chairs the Better Buildings Committee. The Better Buildings Committee reports directly to the Board of Trustees of the CCHS Capital Development Limited and their duties are to devise and implement the Development Fundraising Strategy according to the needs of Chelmsford County High School for Girls; review policies and procedures for fundraising; develop and implement fundraising events and activities; and identify and manage approaches to potential donors and sponsors. These are to be done in consultation with the trustees of CCHS Capital Development Limited. The Better Buildings Committee is comprised of the Company Secretary and at least one trustee of the CCHS Capital Development Limited, a Senior Leadership Team representative from the School and a number of volunteer members. Volunteer members representing the parent body of the School and local businesses can be appointed by the Better Buildings Committee at any time either on an ongoing basis or for the duration of specific projects or events.

In 2017-18 CCHS Capital Development Ltd transferred funds totalling £227,059 (2016-17: £229,044) to the School, to fund a number of building improvement projects.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objects and Aims**

The School's objects and aims are specifically restricted to the following:

- (a) to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing a school offering a broad and balanced curriculum.
- (b) to promote for the benefit of the inhabitants of Chelmsford and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.



## **Chelmsford County High School for Girls**

### **Governors' report** Year to 31 August 2018

#### **OBJECTIVES AND ACTIVITIES** (continued)

##### **Objectives, Strategies and Activities**

Chelmsford County High School for Girls is exceptionally forward looking and offers its students, who are all highly able, a wide range of opportunities which prepare them specifically for the leadership role which they are highly likely to hold in the future. We aim to prepare our students for the global world in which they will live and work and to that effect we have developed the CCHS Learner Profile which fits the calibre of students we educate. We aim for them to become enquirers, knowledgeable, thinkers, communicators, principled, open minded, caring, risk takers, balanced and reflective. They achieve their individual potential whilst striving for excellence, as well as engaging with and contributing to the local and global community.

The School's key objectives for the 2017-18 academic year are detailed below:

1. Fulfil our aims of striving for excellence, achieving individual potential and contributing to both the local and global community.
2. Address the need for improvement in subjects with the most significant discrepancy between targets and outcomes.
3. Empower staff to develop their teaching practice and the School's systems for the future.
4. Plan and manage school expansion whilst maintaining an outstanding experience for students and staff.
5. Maximise income through student numbers and other funding streams; provide the most efficient curriculum within budget constraints.
6. Build on the improved retention of Year 11 into the Sixth Form and ensure the viability of all subjects on offer.

Details of the School Achievements and Outcomes are provided in the Strategic Report.

##### **Public Benefit**

Chelmsford County High School for Girls is a charitable trust which seeks to benefit the public through the pursuit of its stated aims.

The Governors have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission (on their website at Charities and Public Benefit) in exercising their powers or duties.

## **Chelmsford County High School for Girls**

### **Governors' report** Year to 31 August 2018

#### **STRATEGIC REPORT**

##### **Achievements and Performance**

The Governors are pleased to report high levels of success in the 2018 public examinations. At GCSE 87% of grades were achieved at A\*/A/9/8/7. Year 13 students achieved equally excellent results with 75.5% of A level grades awarded at A\*/A/B.

91 Year 13 students and 10 from Year 14 have taken up places at a range of Universities including 10 at Oxbridge. 19 students went on to study medicine related courses including Dentistry; 14 to Science & Engineering; 8 to Maths, Economics & Finance; 24 to Humanities & Law; 12 to English, Languages & Classics; 9 to Creative.

The School continues to grow in popularity with over 700 firm applicants for 150 places in Year 7 out of the 900 girls who sit the test.

Our students are fully involved in discussing school activities and development through representation on the Student Voice, Sixth Form Council and the Governing Body Committees. In addition the students provide feedback through the year and subject monitoring process; the results are shared with the community and acted upon as required. Feedback from parents and students during 2017-18 confirms that the School has reason to be happy with most of its activities, in particular the wide range of enrichment opportunities offered across the curriculum and beyond.

Parents have numerous opportunities to get involved in the life of the School, as Governors, members of the Parents Association and by attending Parents' Evenings, of which there are at least two per year group. School events such as concerts and other performances are always well-supported and parents are highly complimentary of such opportunities.

The development of the School campus remains a priority. The School has a clear vision of how it needs to develop its campus and has identified Science, Sixth Form and Sports facilities as priorities as well as general teaching space. Although an application to the 2018-19 Condition Improvement Fund was unsuccessful, the School is working with its professional advisors on a revised bid for capital funding from the Education and Skills Funding Agency as well as continuing with its own fund-raising efforts. The School was extremely pleased to have raised nearly £100,000 in 2017-18 towards a project to refurbish an older area of the School, creating two new classrooms and a multi-functional space for lectures and other School events.

The expansion by an extra form of entry into Year 7 from September 2015 has been an exciting opportunity for the School. Staff continue to focus on the seamless and successful integration of the additional numbers. The School has also admitted an additional 5 students in Year 10.

## Chelmsford County High School for Girls

### Governors' report Year to 31 August 2018

#### STRATEGIC REPORT (continued)

The School has considered expanding to six forms of entry in the future in order to offer more opportunities to Pupil Premium girls and recognises this would be dependent upon receiving capital funds for additional buildings. Governors continue to review the opportunities offered by a further expansion.

The range of extra-curricular opportunities our students enjoy is multi-faceted and the international element continues to expand. Students have enjoyed a range of field trips and curriculum trips across the UK, Europe, and Africa as well as exchanges to France, Germany, and Italy. Dance, Drama and Music continue to flourish with several highly successful productions in the last year. These include the Christmas, Spring and Cabaret Music concerts, the Dance Show and a production of Macbeth. Congratulations are due to all those who participated.

#### Key Performance Indicators

The following key performance indicators are considered by the Governors:-

1. Payroll ratio
2. Actuals against agreed budget
3. Pupil Attendance
4. GCE grade A\*/A/B
5. GCSE grade A\*/A or 9/8/7

Payroll ratios:	% Teaching costs / Expenditure	60.2% (2017 : 60.5%)
	% Staff costs / Expenditure	83.1% (2017 : 83.2%)
	% Teaching costs / ESFA income	69.3% (2017 : 66.0%)

Details of other KPIs are included elsewhere in the Governors' report.

#### Going concern

The School is holding a modest surplus on general funds at the end of this financial year. However, the future funding outlook is challenging. Staffing costs are expected to continue to rise following public sector pay increases and the revaluation of the teachers' pension scheme. The Governors have concluded that the School has to review GCE options carefully and should not offer certain subjects where demand is low. The Senior Leadership Team continues to work on further cost reduction plans for Governors' review in order to achieve an in-year balanced budget.

After making appropriate enquiries, the Governing Body has a reasonable expectation that the School 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.

## **Chelmsford County High School for Girls**

### **Governors' report** Year to 31 August 2018

#### **STRATEGIC REPORT** (continued)

##### **FINANCIAL REVIEW**

The majority of the School's funding was provided by the Education and Skills Funding Agency (ESFA). The School's total incoming resources for the year to 31 August 2018 amounted to £5,321,900 (2017 - £5,188,016), of that £4,248,501 (2017 - £4,284,590) related to the ESFA revenue grant and £19,953 (2017 - £19,919) to the ESFA capital grant.

The School held fund balances of £9,927,488 at 31 August 2018 (2017 - £10,197,144), of which £10,580,345 relates to restricted fixed assets fund (2017 - £10,883,630). Fund balances include unrestricted funds of £1,175,317 (2017 - £1,385,642), of which £863,328 (2017 - £1,030,000) is designated.

The pension reserve, which represents the School's share of the Local Government Pension Scheme's (LGPS) assets and liabilities, is in deficit at £ 1,849,000 (2017 - £2,095,000) at 31 August 2018. The deficit is not expected to crystallise in the near future and any cash outflows arising from the deficit will occur over a number of years.

##### **Reserves Policy**

As part of the transfer to Academy status, the Governors are in a position to determine an appropriate level of free reserves (total funds less the amount held in tangible fixed assets, restricted funds and designated funds). The minimum level of free reserves to be held should be £200,000. The reason for this is to provide sufficient working capital to provide resources to deal with unexpected emergencies such as urgent maintenance and to cover delays between spending and receipts of grants. The School's current level of free reserves is £200,000 (2017 - £213,042). Designated funds are allocated for short to medium term purposes relating to Campus Development, Curriculum Enhancement and Restructuring, and Refurbishment of the artificial pitch. During the year £166,673 of the funds carried forward as designated for curriculum enhancement and restructuring were released to the general fund for use in that area. The Governors believe it is prudent for the School to continue to hold a high level of reserves, in light of anticipated future funding reductions.

##### **Investment Policy**

The School's objective is to manage its cash balances to cover the day to day working capital requirements of the School. Any surplus cash is invested to maximise returns while ensuring there is minimal risk of loss in the capital value of these funds.

Regular cashflow reports are provided to the Facilities and Finance Committee. Bank balances are reviewed on a monthly basis by the Business Manager and Finance team. Investment plans for funds surplus to immediate cash requirements are reviewed and approved by the Facilities and Finance Committee.

## **Chelmsford County High School for Girls**

### **Governors' report** Year to 31 August 2018

#### **STRATEGIC REPORT** (continued)

##### **PRINCIPAL RISKS AND UNCERTAINTIES**

The Governors are responsible for the overseeing of the risks faced by the School. Detailed considerations of risk are delegated to the Senior Leadership Team of the School. Risks are identified, assessed and controls established throughout the period. Risk is managed under the headings of strategic and reputational risks, operational risks, compliance risks and financial risks as recommended by the Education and Skills Funding Agency's Academies Financial Handbook.

Through the risk management processes that are considered by the sub-committees of the Governing Body, the Governors are satisfied that the major risks identified will be adequately mitigated where necessary. It is recognised that systems can only provide reasonable, but not absolute, assurance that major risks will be adequately managed.

The Governors have identified the level of Government funding as a risk for the School. An in-year budget deficit is forecast in the medium-term. Governors have mitigated the risks associated with this through the historic creation of a designated fund (Curriculum and Restructuring). This is structured to offset anticipated in-year deficits whilst the School continues with a rigorous cost review and implements further savings.

The Local Government pension scheme is in deficit. Governors continue to monitor the information provided by the scheme administrator and actuary. It is recognised that any cash outflows arising from the deficit will occur over a number of years.

The health and safety of students, staff and visitors also remain a priority. Risks associated with this are clearly identified in the School's risk register and are regularly monitored to ensure compliance with current legislation.

##### **FUNDRAISING**

The School continues to actively raise funds in order to support its activities. A Parent Governor chairs the Better Buildings Committee which consists of representatives from parents, senior staff and senior prefects. The committee aims to encourage parents to support its fundraising appeal for improved buildings by creating publicity material including a student video and providing a wide range of ways in which to donate. A fundraising target of £100,000 was set in 2017-18 towards a refurbishment programme and the School was delighted to achieve over £90,000.

The School is fortunate to have an active Parents' Association who run a variety of fund-raising activities over the course of the year. In 2017-18 they were able to donate approximately £15,000. This was used to support various school events and provided additional equipment for a wide range of subject areas.

## **Chelmsford County High School for Girls**

### **Governors' report** Year to 31 August 2018

#### **STRATEGIC REPORT** (continued)

The School also seeks to maximise its unrestricted income through the hire of its premises outside of the normal school day. A range of organisations hire the facilities from local community based clubs through to commercial enterprises. The lettings programme is ably supported by the work of various support staff teams and generated income in excess of £135,000 in 2017-18.

#### **PLANS FOR FUTURE PERIODS**

The School's key objectives for the 2018-19 academic year are as follows:

1. Ensure efficient and effective management of operational changes due to final year of the expansion to 5 forms of entry.
2. Develop further cost reduction and income generation initiatives with the aim of achieving an in-year balanced budget.
3. Complete Artsmark accreditation process.
4. Monitor the quality of teaching and learning across the School to ensure best practice.
5. Continued development of a CPD programme to address findings from subject and year reviews.
6. Build on the improved retention of Year 11 into the Sixth Form and ensure the viability of all subjects on offer. Continued development of outreach work with partner primary schools to encourage applications into Year 7. Particular focus on pupil premium students.

#### **AUDITOR**

In so far as the Governors are aware:

- ◆ there is no relevant audit information of which the School's auditor is unaware; and
- ◆ the Governors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The Governors' report, incorporating a Strategic Report, approved by order of the members of the Governing Body and signed on their behalf by:

Stephen Miles  
Chair of Governors

Date: 7 December 2018

## Chelmsford County High School for Girls

### Governance statement Year to 31 August 2018

#### Scope of responsibility

As Governors, we acknowledge we have overall responsibility for ensuring that Chelmsford County High School for Girls has an effective and appropriate system of control, financial and otherwise. However, such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives, and can provide only reasonable and not absolute assurance against material misstatement or loss.

The Governing Body has delegated the day-to-day responsibility to the 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 the School and the Secretary of State for Education. The Headteacher is also responsible for reporting to the Governing Body any material weaknesses or breakdowns in internal control.

#### Governance

The information on governance included here supplements that described in the Governors' report and in the Statement of Governors' Responsibilities. The Governing Body has formally met six times during the year. Attendance during the year at meetings of the Governing Body was as follows:

Governor	Number of meetings attended	Out of a possible
Stephen Miles (Chair)	6	6
Peter Cook (Vice-Chair)	6	6
Richard Brown	4	6
Nicole Chapman	6	6
Sarah Clements	4	5
Rosalind Cornish	4	6
Margaret Cousins	1	1
Mitra Janes	1	1
Ruth Neave	5	6
Jason Oster	6	6
Lee Palmer	4	6
Mark Rowell	6	6
Lauren Smith	3	6
Duncan Stevens	4	6
Richard Vass	6	6
Yvonne Wickers	6	6
Mike Worboys	5	6

A Review of Governance is completed annually.

At 31 August 2018, one Nominated Governor and one Parent Governor position remained vacant.

## Chelmsford County High School for Girls

### Governance statement Year to 31 August 2018

#### Governance (continued)

The Facilities and Finance Committee is a sub-committee of the main Governing Body. Its purpose is to act on behalf of the Governing Body to ensure the General Annual Grant is used in accordance with ESFA guidelines; to undertake detailed scrutiny of the School's finances to ensure the financial systems are secure and efficient through termly financial reports from the Business Manager; to give initial scrutiny to external audit reports in advance of the Governing Body; and to give detailed consideration of draft budgets prior to recommendation to the full Governing Body.

Attendance at Facilities and Finance Committee meetings in the year was as follows:

Governor	Number of meetings attended	Out of a possible
Richard Vass (Chair)	5	5
Richard Brown	4	5
Nicole Chapman	5	5
Peter Cook	4	5
Margaret Cousins (to 31 Dec 2017)	2	2
Mark Rowell (from 1 Jan 2018)	3	3
Duncan Stevens	5	5

The Audit Committee is also a sub-committee of the main Governing Body. Its purpose is to receive and review the Responsible Officer's Support Service reports; the Facilities and Finance Committee Chairman's report detailing the monitoring and integrity of the financial statements and controls of the School; the external auditors report and then ensure appropriate actions are taken in respect of any recommendations from these. The Audit Committee meets at the start of Full Governing Body meetings, therefore members are the same as those listed on page 13 above.

#### Review of Value for Money

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

The Accounting Officer considers how the trust's use of its resources has provided good value for money during each academic year and reports to the board of trustee where value for money can be improved, including the use of benchmarking data where available. The Accounting Officer for the academy trust has delivered improved value for money during the year by:-

- ◆ Ensuring that resources and materials were used as outlined in the School Development plan in order to drive educational standards to the highest level. In 2017-18 the School is pleased to report that 87% of grades achieved at GCSE were A\*/A/9/8/7 and 75.5% of grade at A level were A\*/A/B



## **Chelmsford County High School for Girls**

### **Governance statement** Year to 31 August 2018

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

- ◆ Completing a detailed review of the curriculum including the identification of cost and efficiency savings.
- ◆ Re-negotiating various contracts to reduce ongoing expenditure and provide more favourable terms to the school.

#### **The purpose of the system of internal control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the School's 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 at the School for the year ended 31 August 2018 and up to the date of approval of the annual report and financial statements.

#### **Capacity to handle risk**

The Governing Body has reviewed the key risks to which the School is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The Governing Body is of the view that there is an ongoing process for identifying, evaluating and managing the School's significant risks that has been in place for the year ended 31 August 2018 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the Governing Body.

#### **The risk and control framework**

The School'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 Governing Body;
- ◆ regular reviews by the Facilities and Finance 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 and service purchases or capital investment) guidelines

## Chelmsford County High School for Girls

### Governance statement Year to 31 August 2018

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

- ◆ delegation of authority and segregation of duties;
- ◆ identification and management of risks.

The Governing Body has considered the need for a specific internal audit function and has decided not to appoint an internal auditor. However, the Governors appointed Lee Palmer, one of the nominated Governors, as Responsible Officer ('RO'). The RO's role includes giving advice on financial matters and performing a range of checks on the School's financial systems. The School has contracted with EES for Schools to provide an Academy Internal Controls Evaluation Service and a detailed visit is completed each term. Checks carried out in the current period include testing of the payroll system; testing of the purchase system; testing of bank account reconciliations; a review of governance and financial management. A detailed report is produced following each visit and updated with any action items required. On a termly basis, the RO will report to the Governors via the Audit Committee on the operation of the systems of control and on the discharge of the Governing Body's financial responsibilities.

We confirm the RO function has been fully delivered in line with the Governing Body's requirements.

#### **Review of effectiveness**

As Accounting Officer, the Headteacher 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 Responsible Officer;
- ◆ the work of the external auditor;
- ◆ the financial management and governance self assessment process;
- ◆ the work of the Senior Leadership Team within the School who have responsibility for the development and maintenance of the internal control framework.

The Accounting Officer has advised the Audit Committee of the implications of her review of the system of internal control. A plan is in place to address any issues that have arisen and ensure continuous improvement of the system.

Approved by order of the Governing Body and signed on their behalf by:

Stephen Miles  
Chair of Governors

Nicole Chapman  
Headteacher and Accounting Officer

Approved on: 7 December 2018

## **Chelmsford County High School for Girls**

### **Statement on regularity, propriety and compliance 31 August 2018**

As Accounting Officer of Chelmsford County High School for Girls, I have considered my responsibility to notify the Governing Body and the Education and Skills Funding Agency (ESFA) of material irregularity, impropriety and non-compliance with ESFA terms and conditions of funding, under the funding agreement in place between the School 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 2017.

I confirm that I and the Governing Body are able to identify any material irregular or improper use of funds by the School, or material non-compliance with the terms and conditions of funding under the School's funding agreement and the Academies Financial Handbook 2017.

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 Governing Body and the Education and Skills Funding Agency.

Nicole Chapman  
Headteacher and Accounting Officer

Date: 7 December 2018

## Chelmsford County High School for Girls

### Statement of Governors' responsibilities 31 August 2018

The Governors (who act as trustees for charitable activities of the School and are also the directors of the School for the purposes of company law) are responsible for preparing the Governors' report and the financial statements in accordance with the Annual 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 Governors to prepare financial statements for each financial year. Under company law, the Governors 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 School and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Governors are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in the Charities SORP 2015 and the Academies Accounts Direction 2017 to 2018;
- ◆ make judgments and estimates that are reasonable and prudent;
- ◆ state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements; and
- ◆ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the School will continue in operation.

The Governors are responsible for keeping adequate accounting records that are sufficient to show and explain the School's transactions and disclose with reasonable accuracy at any time the financial position of the School 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 School and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Governors are responsible for ensuring that in its conduct and operation the School 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 the ESFA/DfE have been applied for the purposes intended.

The Governors are responsible for the maintenance and integrity of the corporate and financial information included on the School's website. Legislation in the United Kingdom governing preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by order of the members of the Governing Body on 7 December 2018 and signed on its behalf by:

Stephen Miles  
Chair of Governors

Date: 7 December 2018

## **Chelmsford County High School for Girls**

### **Independent auditor's report on the financial statements to the Board of Governors of Chelmsford County High School for Girls 31 August 2018**

#### **Opinion**

We have audited the financial statements of Chelmsford County High School for Girls (the 'parent academy trust') and its subsidiaries (the 'group') for the year ended 31 August 2018 which comprise the statement of financial activities incorporating the income and expenditure account, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and 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 2015 and the Academies Accounts Direction 2017 to 2018 issued by the Education & Skills Funding Agency.

In our opinion the financial statements:

- give a true and fair view of the state of the group's and of the parent academy trust's affairs as at 31 August 2018, and of the group's 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 2015 and the Academies Accounts Direction 2017 to 2018 issued by the Education & 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 Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC'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 governors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the governors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or the parent academy 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.

## **Chelmsford County High School for Girls**

### **Independent auditor's report on the financial statements to the Board of Governors of Chelmsford County High School for Girls 31 August 2018**

#### **Other information**

The governors are responsible for the other information. The other information comprises the information included in the governors' annual report, other than the financial statements and our auditor's report thereon. 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.

#### **Opinion on the financial statements**

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.

#### **Opinions 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 governors' report (incorporating the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the strategic report and the directors' 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 group and the parent academy trust and its environment obtained in the course of the audit, we have not identified material misstatements in the strategic report and the directors' 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 by the parent academy trust, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent academy trust financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

## **Chelmsford County High School for Girls**

### **Independent auditor's report on the financial statements to the Board of Governors of Chelmsford County High School for Girls 31 August 2018**

#### **Responsibilities of Governors**

As explained more fully in the Governors' responsibilities statement set out on page 18, the Governors (who are also the directors of the academy 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 governors 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 governors are responsible for assessing the group's and the parent academy 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 governors either intend to liquidate the group or the parent academy trust or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's 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 auditor's 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.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the group's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the governors.
- Conclude on the appropriateness of the governors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the group's or parent academy trust's ability to continue as a going concern. If we conclude that a

## **Chelmsford County High School for Girls**

### **Independent auditor's report on the financial statements to the Board of Governors of Chelmsford County High School for Girls 31 August 2018**

material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the group or the parent academy trust to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

#### **Use of our report**

This report is made solely to the academy 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 academy trust's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the academy trust and the academy trust's members as a body, for our audit work, for this report, or for the opinions we have formed.

Thomas York (Senior Statutory Auditor)  
For and on behalf of Edmund Carr LLP, Statutory Auditor

146 New London Road  
Chelmsford  
Essex  
CM2 0AW

Date:



## **Chelmsford County High School for Girls**

### **Independent Reporting Accountant's Assurance Report on Regularity to Chelmsford County High School for Girls and the Education and Skills Funding Agency 31 August 2018**

In accordance with the terms of our engagement letter dated 13 June 2017 and further to the requirements of the Education & Skills Funding Agency (ESFA) as included in the Academies Accounts Direction 2017 to 2018, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by Chelmsford County High School for Girls during the year to 31 August 2018 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 the Governing Body of Chelmsford County High School for Girls and ESFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to Governing Body 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 the Governing Body and ESFA, for our work, for this report, or for the conclusion we have formed.

#### **Respective responsibilities of Chelmsford County High School for Girls' accounting officer and the reporting accountant**

The accounting officer is responsible, under the requirements of Chelmsford County High School for Girls' funding agreement with the Secretary of State for Education dated 23 January 2012 and the Academies Financial Handbook, extant from 1 September 2017, 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 2017 to 2018. 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 to 31 August 2018 have not been applied to purposes intended by Parliament or that the financial transactions do not conform to the authorities which govern them.

#### **Approach**

We conducted our engagement in accordance with the Academies Accounts Direction 2017 to 2018 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.

## **Chelmsford County High School for Girls**

### **Independent Reporting Accountant's Assurance Report on Regularity to Chelmsford County High School for Girls and the Education and Skills Funding Agency 31 August 2018**

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

The work undertaken to draw our conclusions includes:

- Reviewing the Minutes of the meetings of the Governing Body and other evidence made available to us, relevant to our consideration on regularity;
- Testing a sample of payments and receipts to documentation;
- Evaluating the internal control procedures and reporting lines, and testing as appropriate and making appropriate enquiries of the Accounting Officer.

#### **Conclusion**

In the course of our work, nothing has come to our attention which suggests that in all material respects the expenditure disbursed and income received during the year to 31 August 2018 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

Thomas York

For and on behalf of Edmund Carr LLP, Chartered Accountants

146 New London Road  
Chelmsford  
Essex  
CM2 0AW

Date:

## Chelmsford County High School for Girls

### Consolidated statement of financial activities Year to 31 August 2018

(Incorporating the Income and Expenditure account)

	Notes	Unrestricted General Fund £	Restricted funds			2018 Total funds £	2017 Total funds £
			ESFA £	Other £	Fixed Assets Fund £		
<b>Income from:</b>							
Donations	2	210,324	—	15,347	—	<b>225,671</b>	112,284
Charitable activities							
. Funding for the School's educational operations	3	—	4,248,501	3,029	19,953	<b>4,271,483</b>	4,309,017
Other trading activities	4	816,020	—	2,820	—	<b>818,840</b>	760,445
Investments	5	5,888	—	18	—	<b>5,906</b>	6,270
<b>Total income</b>		<b>1,032,232</b>	<b>4,248,501</b>	<b>21,214</b>	<b>19,953</b>	<b>5,321,900</b>	<b>5,188,016</b>
<b>Expenditure on:</b>							
Raising funds	6	2,709	—	—	—	<b>2,709</b>	3,272
Charitable activities							
. School's educational operations	7	787,347	4,892,528	18,915	331,057	<b>6,029,847</b>	5,800,925
<b>Total expenditure</b>		<b>790,056</b>	<b>4,892,528</b>	<b>18,915</b>	<b>331,057</b>	<b>6,032,556</b>	<b>5,804,197</b>
<b>Net income / (expenditure)</b>		<b>242,176</b>	<b>(644,027)</b>	<b>2,299</b>	<b>(311,104)</b>	<b>(710,656)</b>	<b>(616,181)</b>
Transfers between funds	15	(452,501)	446,474	(1,792)	7,819	<b>—</b>	<b>—</b>
<b>Other recognised gains and losses</b>							
Actuarial gains /(losses) on defined benefit pension scheme	25	—	441,000	—	—	<b>441,000</b>	237,000
<b>Net movement in funds</b>		<b>(210,325)</b>	<b>243,447</b>	<b>507</b>	<b>(303,285)</b>	<b>(269,656)</b>	<b>(379,181)</b>
<b>Reconciliation of funds</b>							
Fund balances brought forward at 1 September 2017		1,385,642	(2,079,913)	7,785	10,883,630	<b>10,197,144</b>	10,576,325
<b>Fund balances carried forward at 31 August 2018</b>		<b>1,175,317</b>	<b>(1,836,466)</b>	<b>8,292</b>	<b>10,580,345</b>	<b>9,927,488</b>	<b>10,197,144</b>

All of the School's activities derived from continuing operations during the above two financial periods.

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

# Chelmsford County High School for Girls

## Group balance sheet as at 31 August 2018

Company Number 07445392

	Notes	2018 £	2018 £	2017 £	2017 £
<b>Fixed assets</b>					
Tangible fixed assets	11		10,691,223		11,007,458
<b>Current assets</b>					
Debtors	12	277,531		287,337	
Cash at bank and in hand		1,496,369		1,614,365	
		1,773,900		1,901,702	
<b>Liabilities</b>					
Creditors: amounts falling due within one year	13	(600,206)		(617,016)	
<b>Net current assets</b>			1,173,694		1,284,686
<b>Total assets less current liabilities</b>			11,864,917		12,292,144
Creditors: amounts falling after more than one year	14		(88,429)		—
<b>Net assets excluding pension liability</b>			11,776,488		12,292,144
Defined benefit pension scheme liability	25		(1,849,000)		(2,095,000)
<b>Total net assets</b>			9,927,488		10,197,144
<b>Funds of the School</b>					
Restricted funds					
. Fixed assets fund	15		10,580,345		10,883,630
. ESFA	15		12,534		15,087
. Other	15		8,292		7,785
. Pension reserve	15		(1,849,000)		(2,095,000)
<b>Total restricted funds</b>			8,752,171		8,811,502
Unrestricted funds					
. General fund	15		200,000		213,042
. CCHS Capital Development Limited	15		111,990		142,600
. Designated funds	15		863,327		1,030,000
<b>Total unrestricted funds</b>			1,175,317		1,385,642
<b>Total funds</b>			9,927,488		10,197,144

The financial statements on pages 25 to 52 were approved by the Governors, and authorised for issue on 7 December 2018 and are signed on their behalf by:

Stephen Miles  
Chair of the Governing Body

# Chelmsford County High School for Girls

School balance sheet as at 31 August 2018

Company Number 07445392

	Notes	2018 £	2018 £	2017 £	2017 £
<b>Fixed assets</b>					
Tangible fixed assets	11		10,691,223		11,007,458
<b>Current assets</b>					
Debtors	12	419,021		488,463	
Cash at bank and in hand		1,242,889		1,270,639	
		<u>1,661,910</u>		<u>1,759,102</u>	
<b>Liabilities</b>					
Creditors: amounts falling due within one year	13	(600,206)		(617,016)	
<b>Net current assets</b>			<u>1,061,704</u>		<u>1,142,086</u>
<b>Total assets less current liabilities</b>			<u>11,752,927</u>		<u>12,149,544</u>
Creditors: amounts falling after more than one year	14		(88,429)		—
<b>Net assets excluding pension liability</b>			<u>11,664,498</u>		<u>12,149,544</u>
Defined benefit pension scheme liability	25		(1,849,000)		(2,095,000)
<b>Total net assets</b>			<u>9,815,498</u>		<u>10,054,544</u>
<b>Funds of the School</b>					
Restricted funds					
. Fixed assets fund	15		10,580,345		10,883,630
. ESFA	15		12,534		15,087
. Other	15		8,292		7,785
. Pension reserve	15		(1,849,000)		(2,095,000)
<b>Total restricted funds</b>			<u>8,752,171</u>		<u>8,811,502</u>
Unrestricted funds					
. General fund	15		200,000		213,042
. Designated funds	15		863,327		1,030,000
<b>Total unrestricted funds</b>			<u>1,063,327</u>		<u>1,243,042</u>
<b>Total funds</b>			<u>9,815,498</u>		<u>10,054,544</u>

The financial statements on pages 25 to 52 were approved by the Governors, and authorised for issue on 7 December 2018 and are signed on their behalf by:

Stephen Miles  
Chair of the Governing Body

## Chelmsford County High School for Girls

### Consolidated statement of cash flows Year to 31 August 2018

	Notes	2018 £	2017 £
<b>Cash flows from operating activities</b>			
Net cash provided by operating activities	19	<b>(205,659)</b>	4,952
<b>Cash flows from investing activities</b>	21	<b>(14,371)</b>	(114,811)
<b>Cash flows from financing activities</b>	20	<b>102,034</b>	—
<b>Change in cash and cash equivalents in the year</b>		<b>(117,996)</b>	(109,859)
 <b>Cash and cash equivalents at 1 September 2017</b>		 <b>1,614,365</b>	 1,724,224
<b>Cash and cash equivalents at 31 August 2018</b>	22	<b>1,496,369</b>	1,614,365

# **Chelmsford County High School for Girls**

## **Notes to the financial statements** Year to 31 August 2018

### **1 Statement of Accounting Policies**

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

#### **Basis of preparation**

The financial statements of the School have been prepared under the historical 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 2017 to 2018 issued by the ESFA, the Charities Act 2011 and the Companies Act 2006.

Chelmsford County High School for Girls meets the definition of a public benefit entity under FRS 102.

#### **Basis of consolidation**

The consolidated statement of financial activities and group balance sheet consolidate on a line by line basis the financial statements of the School and its subsidiary, CCHS Capital Development Limited, made up at the balance sheet date.

No separate statement of financial activities has been presented for the School alone, as permitted by section 408 of the Companies Act 2006.

#### **Going concern**

The Governors assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Academy Trust to continue as a going concern. The Governors make this assessment in respect of a period of at least one year from the date of approval of the financial statements. They have concluded that the School has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the School's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **Incoming resources**

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

## Chelmsford County High School for Girls

### Notes to the financial statements Year to 31 August 2018

#### **1 Statement of Accounting Policies** (continued) **Incoming resources** (continued)

##### ***Grants receivable***

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

General Annual Grant is recognised in full in the Consolidated Statement of Financial Activities in the year for which it is receivable and any unspent amount is reflected as a balance in the restricted general fund.

Capital grants are recognised in full when there is an unconditional entitlement to the grant. Unspent amounts of capital grants are reflected in the balance 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

##### ***Donations***

Donations are recognised on a receivable basis 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 period it is receivable and to the extent the goods have been provided or on completion of the service.

##### ***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 has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

##### ***Expenditure on raising funds***

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



# Chelmsford County High School for Girls

## Notes to the financial statements Year to 31 August 2018

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

#### **Charitable activities**

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

All resources expended are inclusive of irrecoverable VAT.

#### **Tangible fixed assets**

Assets costing £1,000 or more are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any provision for impairment.

Where tangible fixed assets have been acquired with the aid of specific grants, either from the government or from the private sector, they are included in the Balance Sheet at cost and depreciated over their expected useful economic life. 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 Consolidated 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 Consolidated Statement of Financial Activities. Where tangible fixed assets have been acquired with unrestricted funds, depreciation on such assets is charged to the unrestricted fund.

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

Freehold buildings	2% Straight line
Furniture and equipment	15% Straight line
Computer equipment	25% Straight line
Motor vehicles	10% Straight line

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 Consolidated Statement of Financial Activities.

#### **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 School 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.

## Chelmsford County High School for Girls

### Notes to the financial statements Year to 31 August 2018

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

##### **Leased assets**

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

##### **Financial instruments**

The School only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the School and their measurement basis 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 12. Prepayments are not financial instruments. Amounts due to the School's wholly owned subsidiary are held at face value less any impairment.

*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 13. 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. Amounts due to the School's wholly owned subsidiary are held at face value less any impairment.

##### **Taxation**

The School 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 School 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.

##### **Pensions benefits**

Retirement benefits to employees of the School are provided by the Teachers' Pension Scheme ('TPS') and the Local Government Pension Scheme ('LGPS'). These are defined benefit schemes and the assets are held separately from those of the School.

The TPS is an unfunded scheme and contributions are calculated so as to spread the cost of pensions over employees' working lives with the School 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. As stated in note 25, the TPS is a multi-employer scheme and there is insufficient information available to use defined benefit accounting. The TPS is therefore treated as a defined contribution scheme for accounting purposes and the contributions recognised in the period to which they relate.

## **Chelmsford County High School for Girls**

### **Notes to the financial statements** Year to 31 August 2018

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

##### **Pensions benefits** (continued)

The LGPS is a funded scheme and the assets are held separately from those of the School 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 operating surplus 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 Consolidated 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.

##### **Fund accounting**

Unrestricted income funds represent those resources which may be used towards meeting any of the charitable objects of the School at the discretion of the Governors. Designated funds are those funds earmarked by the Governors for a specific purpose. They are unrestricted and the Governors may ultimately use such funds for other purposes.

Restricted fixed asset funds are resources which are to be applied to specific capital purposes imposed by the Education and Skills Funding Agency, Department for Education or other 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 Education and Skills Funding Agency.

# Chelmsford County High School for Girls

## Notes to the financial statements Year to 31 August 2018

### 1 Statement of Accounting Policies (continued)

#### Critical accounting estimates and areas of judgement

Estimates and judgements 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 School 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 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 (income) for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 25, 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 2018. 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.

#### Agency arrangements

The School acts as an agent in distributing 16-19 bursary funds from ESFA. Payments received from ESFA and subsequent disbursements to students are excluded from the Consolidated Statement of Financial Activities as the School does not have control over the charitable application of the funds. The School can use up to 5% of the allocation towards its own administration costs and this is recognised in the Consolidated Statement of Financial Activities. The funds received and paid and any balances held are disclosed in note 28.

### 2 Donations

	Unrestricted Funds £	Restricted Funds £	<b>Total 2018 £</b>	Total 2017 £
Donations from Parents Association	—	15,112	<b>15,112</b>	23,477
Other donations	210,324	235	<b>210,559</b>	88,807
	<u>210,324</u>	<u>15,347</u>	<b><u>225,671</u></b>	<u>112,284</u>
2017 total	<u>87,722</u>	<u>24,562</u>	<b><u>112,284</u></b>	

# Chelmsford County High School for Girls

## Notes to the financial statements Year to 31 August 2018

### 3 Funding for the School's educational operations

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>DfE / ESFA capital grant</b>				
. School main building grants	—	—	—	—
. Devolved formula grants	—	19,953	<b>19,953</b>	19,919
	—	19,953	<b>19,953</b>	19,919
<b>DfE / ESFA revenue grant</b>				
. General Annual Grant (GAG)	—	4,225,827	<b>4,225,827</b>	4,263,631
. Pupil Premium Grant	—	22,674	<b>22,674</b>	20,959
	—	4,248,501	<b>4,248,501</b>	4,284,590
<b>Other grants</b>				
. Other	—	3,029	<b>3,029</b>	4,508
	—	3,029	<b>3,029</b>	4,508
	—	4,271,483	<b>4,271,483</b>	4,309,017
2017 total	—	4,309,017	<b>4,309,017</b>	

### 4 Other trading activities

	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Hire of facilities	137,664	—	<b>137,664</b>	146,439
Music services	145,119	—	<b>145,119</b>	134,168
School trip income	423,530	—	<b>423,530</b>	387,725
Examination resit/remark income	9,640	—	<b>9,640</b>	13,185
Other income	100,067	2,820	<b>102,887</b>	78,928
	816,020	2,820	<b>818,840</b>	760,445
2017 total	756,121	4,324	<b>760,445</b>	

# Chelmsford County High School for Girls

## Notes to the financial statements Year to 31 August 2018

### 5 Investment income

	Unrestricted funds £	Restricted funds £	<b>Total 2018 £</b>	Total 2017 £
Interest receivable	5,862	—	<b>5,862</b>	6,226
Investment income	26	18	<b>44</b>	44
	<b>5,888</b>	<b>18</b>	<b>5,906</b>	<b>6,270</b>
2017 total	<b>6,251</b>	<b>19</b>	<b>6,270</b>	

### 6 Expenditure

	Staff costs £	Non pay expenditure		<b>Total 2018 £</b>	Total 2017 £
		Premises £	Other costs £		
Expenditure on raising funds					
. Direct costs	179	—	2,530	<b>2,709</b>	3,272
School's educational operations					
. Direct costs	3,325,554	342,838	717,189	<b>4,385,581</b>	4,241,590
. Allocated support costs	889,114	450,045	305,107	<b>1,644,266</b>	1,559,335
	<b>4,214,847</b>	<b>792,883</b>	<b>1,024,826</b>	<b>6,032,556</b>	<b>5,804,197</b>
2017 total	<b>4,012,231</b>	<b>763,904</b>	<b>1,028,062</b>	<b>5,804,197</b>	

<b>Net income/(expenditure) for the year includes:</b>	<b>2018 funds £</b>	2017 funds £
Operating lease rentals	<b>33,978</b>	22,215
Depreciation	<b>356,421</b>	372,337
Fees payable to auditor		
. Audit – School		
... Current year	<b>8,700</b>	8,500
... Prior year	<b>—</b>	611

# Chelmsford County High School for Girls

## Notes to the financial statements Year to 31 August 2018

### 7 Charitable Activities

	Total 2018 £	Total 2017 £
Direct costs – educational operations	4,385,581	4,241,590
Support costs – educational operations	1,644,266	1,559,335
	<b>6,029,847</b>	<b>5,800,925</b>

Analysis of support costs – educational operations	2018 £	2017 £
Support staff costs	883,490	819,140
Depreciation	13,583	11,512
Technology costs	16,876	14,783
Premises costs	274,971	231,705
Other support costs	438,807	464,962
Governance costs	16,539	17,233
<b>Total support costs</b>	<b>1,644,266</b>	<b>1,559,335</b>

Analysis of governance costs	2018 £	2017 £
Support staff costs	5,624	5,361
Fees payable to auditor		
. Audit – School	8,700	9,111
. Other services	—	—
Governors reimbursed expenses	—	—
Governor training	532	1,100
Other costs	1,683	1,661
<b>Total governance costs</b>	<b>16,539</b>	<b>17,233</b>

### 8 Staff

#### a. Staff costs

Staff costs during the period were:

	Total 2018 £	Total 2017 £
Wages and salaries	3,185,657	3,090,918
Social security costs	300,676	291,063
Operating costs of defined benefit pension schemes	686,489	619,115
Apprenticeship levy	799	189
	<b>4,173,621</b>	<b>4,001,285</b>
Staff supply costs	23,726	6,946
Staff restructuring costs	17,500	4,000
	<b>4,214,847</b>	<b>4,012,231</b>

## Chelmsford County High School for Girls

### Notes to the financial statements Year to 31 August 2018

#### 8 Staff (continued)

##### b. Non-contractual staff severance payments

Included in staff restructuring costs are non-contractual severance payments totalling £17,500 (2017 - £4,000). This consisted of one payment made on 19 December 2017 (2017 - one payment, on 5 January 2017).

##### c. Staff numbers

The average numbers of persons (including senior management team) employed by the School during the period, and also expressed as a full time equivalents, was as follows:

	2018 No of staff	2018 Full time equivalent	2017 No of staff	2017 Full time equivalent
Teachers	69	55	68	53
Administration and support	46	28	45	29
Management	6	6	5	5
	<b>121</b>	<b>89</b>	<b>118</b>	<b>87</b>

##### d. Higher paid staff

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

	2018 No	2017 No
£60,001 - £70,000	1	1
£100,001 - £110,000	—	1
£110,001 - £120,000	1	—

The above 2 employees (2017 – 2) participated in the Teachers' Pension Scheme. During the year ended 31 August 2018, pension contributions in respect of the above amounted to £29,451 (2017 - £28,356).

##### e. Key management personnel

The key management personnel of the School comprise the Governors and the Senior Management Team as listed on page 1. The total amount of employee benefits (including employer pension contributions) received by key management personnel for their services to the School was £550,277 (2017: £503,507).



## Chelmsford County High School for Girls

### Notes to the financial statements Year to 31 August 2018

#### 9 Related party transactions - Governors' remuneration and expenses

Headteacher and Staff Governors only receive remuneration in respect of services they provide undertaking the roles of Headteacher and staff members under their contracts of employment and not in respect of their services as Governors. Other Governors did not receive any payments, other than expenses, from the School in respect of their role as Governors.

The value of Governors' remuneration, during the periods in which they served as Governors during the year, was as follows:

N Chapman (Headteacher)

Remuneration £110,001 - £115,000 (2017: £105,001 - £110,000)

Employer's pension contributions £15,001 - £20,000 (2017: £15,001 - £20,000)

M Cousins (Staff Governor and trustee)

Remuneration £0 - £5,000 (2017: £40,001 - £45,000)

Employer's pension contributions £0 - £5,000 (2017: £5,001 - £10,000)

M Rowell (Staff Governor and trustee)

Remuneration £45,001 - £50,000 (2017: £45,001 - £50,000)

Employer's pension contributions £5,001 - £10,000 (2017: £5,001 - £10,000)

S Clements (Staff Governor and trustee)

Remuneration £15,001 - £20,000 (2017: nil)

Employer's pension contributions £0 - £5,000 (2017: nil)

During the year ended 31 August 2018, no travel and subsistence expenses (2017 - nil) were reimbursed to Governors (2017 – none).

Other related party transactions involving the Governors are set out in note 26.

#### 10 Governor's and Officers' Insurance

In accordance with normal commercial practice the School has purchased insurance to protect Governors and officers from claims arising from negligent acts, errors or omissions occurring whilst on School business. The insurance provides cover up to £5 million (2017 - £5 million) on any one claim and the cost for the year ended 31 August 2018 was £244 (2017 - £477). The cost of this insurance is included in the total insurance cost.

# Chelmsford County High School for Girls

## Notes to the financial statements Year to 31 August 2018

### 11 Tangible fixed assets

Group and School	Freehold buildings £	Furniture and equipment £	Computer equipment £	Motor vehicles £	Total funds £
<b>Cost</b>					
At 1 September 2017	12,075,913	550,919	356,782	6,450	<b>12,990,064</b>
Additions	—	14,362	25,824	—	<b>40,186</b>
At 31 August 2018	<u>12,075,913</u>	<u>565,281</u>	<u>382,606</u>	<u>6,450</u>	<b><u>13,030,250</u></b>
<b>Depreciation</b>					
At 1 September 2017	1,451,406	248,196	279,886	3,118	<b>1,982,606</b>
Charge in year	241,518	72,569	41,689	645	<b>356,421</b>
At 31 August 2018	<u>1,692,924</u>	<u>320,765</u>	<u>321,575</u>	<u>3,763</u>	<b><u>2,339,027</u></b>
<b>Net book value</b>					
At 31 August 2018	<u>10,382,989</u>	<u>244,516</u>	<u>61,031</u>	<u>2,687</u>	<b><u>10,691,223</u></b>
At 31 August 2017	<u>10,624,507</u>	<u>302,723</u>	<u>76,896</u>	<u>3,332</u>	<b><u>11,007,458</u></b>

The School acquired the school land and buildings upon conversion to Academy status on 1 January 2011. The Governors have based their valuation of the building on the insurance value of the premises, discounted to take account of the age of the building at time of transfer. Title to the land at Broomfield Road, Chelmsford is registered in the name of the School but has not been included in these financial statements because the site is designated for educational purposes only and has no open market value.

### 12 Debtors

	Group 2018 £	Group 2017 £	School 2018 £	School 2017 £
Trade debtors	<b>25,058</b>	35,094	<b>25,058</b>	35,094
VAT recoverable	<b>35,280</b>	41,720	<b>35,280</b>	41,720
Prepayments and accrued income	<b>217,193</b>	210,523	<b>199,273</b>	197,135
Amount due from subsidiary undertaking	—	—	<b>159,410</b>	214,514
	<b><u>277,531</u></b>	<u>287,337</u>	<b><u>419,021</u></b>	<u>488,463</u>

## Chelmsford County High School for Girls

### Notes to the financial statements Year to 31 August 2018

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

	Group 2018 £	Group 2017 £	School 2018 £	School 2017 £
Trade creditors	176,846	142,005	176,846	142,005
Other taxation and social security	76,734	73,736	76,734	73,736
Loans	13,605	—	13,605	—
Other creditors	71,723	66,387	71,723	66,387
Accruals and deferred income	261,298	334,888	261,298	334,888
	<b>600,206</b>	<b>617,016</b>	<b>600,206</b>	<b>617,016</b>
<b>Deferred income</b>				
Deferred income at 1 September 2017	196,405	135,237	196,405	135,237
Resources deferred in the year	157,359	196,405	157,359	196,405
Amounts released from previous periods	(196,405)	(135,237)	(196,405)	(135,237)
Deferred income at 31 August 2018	<b>157,359</b>	<b>196,405</b>	<b>157,359</b>	<b>196,405</b>

Deferred income of £125,533 (2017 - £165,999) relates to income received in the period for School trips that are taking place in the year ending 31 August 2019.

Deferred income of £16,262 (2017 – £18,433) relates to rates relief received from the Education and Skills Funding Agency, in relation to the period September 2018 to March 2019.

Deferred income of £15,564 (2017 - £11,973) relates to music tuition fees paid in advance, and other sundry items.

A loan of £108,836 was received from Salix in December 2017, for the purpose of installing energy saving lighting. This is repayable in 16 half-yearly instalments until September 2025. No interest is payable on this loan.

#### 14 Creditors: amounts falling due in greater than one year

	Group 2018 £	Group 2017 £	School 2018 £	School 2017 £
Loans	88,429	—	88,429	—
	<b>88,429</b>	<b>—</b>	<b>88,429</b>	<b>—</b>

A loan of £108,836 was received from Salix in December 2017, for the purpose of installing energy saving lighting. This is repayable in 16 half-yearly instalments until September 2025. No interest is payable on this loan.

# Chelmsford County High School for Girls

## Notes to the financial statements Year to 31 August 2018

### 15 Funds

	Balance at 1 September 2017 £	Incoming resources £	Resources expended £	Gains, losses and transfers £	Balance at 31 August 2018 £
<b>Restricted general funds</b>					
. General Annual Grant (GAG)	—	4,225,827	(4,672,301)	446,474	—
. Other DfE/ESFA grants	15,087	22,674	(25,227)	—	12,534
. Pension reserve	(2,095,000)	—	(195,000)	441,000	(1,849,000)
	<u>(2,079,913)</u>	<u>4,248,501</u>	<u>(4,892,528)</u>	<u>887,474</u>	<u>(1,836,466)</u>
<b>Restricted fixed assets fund</b>					
. DfE / ESFA capital grants	10,543	19,953	(9,001)	(19,953)	1,542
. Capital expenditure from GAG	201,038	—	(66,191)	27,772	162,619
. Language Centre	2,745,242	—	(62,918)	—	2,682,324
. Dining hall Skylight/ventilation	40,141	—	(10,947)	—	29,194
. Inherited tangible fixed assets	7,886,666	—	(182,000)	—	7,704,666
	<u>10,883,630</u>	<u>19,953</u>	<u>(331,057)</u>	<u>7,819</u>	<u>10,580,345</u>
Other restricted funds:					
. Prize fund	6,176	253	(335)	—	6,094
. Other	1,609	20,961	(18,580)	(1,792)	2,198
	<u>7,785</u>	<u>21,214</u>	<u>(18,915)</u>	<u>(1,792)</u>	<u>8,292</u>
<b>Total restricted funds</b>	<u>8,811,502</u>	<u>4,289,668</u>	<u>(5,242,500)</u>	<u>893,501</u>	<u>8,752,171</u>
<b>Unrestricted funds</b>					
. General funds	213,042	835,407	(789,680)	(58,769)	200,000
. CCHS Capital Development Limited	142,600	196,825	(376)	(227,059)	111,990
. Designated funds					
. Refurbishment of artificial pitch	150,000	—	—	—	150,000
. Campus development	300,000	—	—	—	300,000
. Curriculum restructuring	580,000	—	—	(166,673)	413,327
<b>Total unrestricted funds</b>	<u>1,385,642</u>	<u>1,032,232</u>	<u>(790,056)</u>	<u>(452,501)</u>	<u>1,175,317</u>
<b>Total funds</b>	<u>10,197,144</u>	<u>5,321,900</u>	<u>(6,032,556)</u>	<u>441,000</u>	<u>9,927,488</u>

The funds for the School include all the funds in the above table, less the unrestricted funds relating to CCHS Capital Development Ltd.

Designated funds have been set aside for the following purposes:

- Refurbishment of the artificial pitch within the next 5-8 years
- The long-term development of the School campus and facilities
- Current changes and restructuring relating to the School's curriculum

The CCHS Capital Development Limited fund shown above of £111,990 (2017 - £142,600) represents the funds held by the subsidiary undertaking. The transfer of £227,059 from this fund into unrestricted general funds was to fund a number of building improvement projects.

The prize fund represents several legacies left to the School for the purposes of awarding prizes to students. Other restricted fund balances shown above include donations from the CCHS Parents' Association and grants from the Jack Petchey Foundation, both for the purposes of funding specific items of expenditure.

## Chelmsford County High School for Girls

### Notes to the financial statements Year to 31 August 2018

#### 15 Funds (continued)

Restricted fixed assets funds represent the net book value of fixed assets purchased from restricted funds, and the balance carried forward will be required to fund the future depreciation charged on those assets. Transfers from GAG and other restricted funds to fixed assets fund of £6,027 and £1,792 respectively represent fixed assets purchased during the year from restricted GAG income and Parents' Association donations.

Unrestricted general fund balances have arisen largely from income relating to the hire of the School's facilities. These have been utilised this year to offset the deficit in General Annual Grant funds (£452,501) and retained to do likewise in the future.

A transfer of £166,673 has been made from funds designated for Curriculum Restructuring into General Unrestricted Funds, to cover related expenditure.

#### *General Annual Grant (GAG)*

Under the funding agreement with the Secretary of State, the academy trust was not subject to a limit on the amount of GAG that it could carry forward at 31 August 2018.

#### Comparative information in respect of the preceeding year is as follows:

	Balance at 1 September 2016 £	Incoming resources £	Resources expended £	Gains, losses and transfers £	Balance at 31 August 2017 £
<b>Restricted general funds</b>					
. General Annual Grant (GAG)	—	4,263,631	(4,490,067)	226,436	—
. Other DfE/ESFA grants	11,686	20,959	(17,558)	—	15,087
. Pension reserve	(2,170,000)	—	(162,000)	237,000	(2,095,000)
	<u>(2,158,314)</u>	<u>4,284,590</u>	<u>(4,669,625)</u>	<u>463,436</u>	<u>(2,079,913)</u>
<b>Restricted fixed assets fund</b>					
. DfE / ESFA capital grants	20,079	19,919	(9,536)	(19,919)	10,543
. Capital expenditure from GAG	231,527	—	(74,334)	43,845	201,038
. Language Centre	2,816,936	—	(71,694)	—	2,745,242
. Dining hall Skylight/ventilation	51,088	—	(10,947)	—	40,141
. Inherited tangible fixed assets	8,078,030	—	(191,364)	—	7,886,666
	<u>11,197,660</u>	<u>19,919</u>	<u>(357,875)</u>	<u>23,926</u>	<u>10,883,630</u>
Other restricted funds:					
. Prize fund	5,207	1,104	(135)	—	6,176
. Other	1,367	32,309	(16,215)	(15,852)	1,609
	<u>6,574</u>	<u>33,413</u>	<u>(16,350)</u>	<u>(15,852)</u>	<u>7,785</u>
<b>Total restricted funds</b>	<u>9,045,920</u>	<u>4,337,922</u>	<u>(5,043,850)</u>	<u>471,510</u>	<u>8,811,502</u>
<b>Unrestricted funds</b>					
. General funds	202,884	775,521	(759,897)	(5,466)	213,042
. CCHS Capital Development Limited	297,521	74,573	(450)	(229,044)	142,600
. Designated funds					
. Refurbishment of artificial pitch	150,000	—	—	—	150,000
. Campus development	300,000	—	—	—	300,000
. Curriculum restructuring	580,000	—	—	—	580,000
<b>Total unrestricted funds</b>	<u>1,530,405</u>	<u>850,094</u>	<u>(760,347)</u>	<u>(234,510)</u>	<u>1,385,642</u>
<b>Total funds</b>	<u>10,576,325</u>	<u>5,188,016</u>	<u>(5,804,197)</u>	<u>237,000</u>	<u>10,197,144</u>

# Chelmsford County High School for Girls

## Notes to the financial statements Year to 31 August 2018

### 15 Funds (continued)

A current year 12 months and prior year 12 months combined position is as follows:

	Balance at 1 September 2016 £	Incoming resources £	Resources expended £	Gains, losses and transfers £	Balance at 31 August 2018 £
<b>Restricted general funds</b>					
. General Annual Grant (GAG)	—	8,489,458	(9,162,368)	672,910	—
. Other DfE/ESFA grants	11,686	43,633	(42,785)	—	12,534
. Pension reserve	(2,170,000)	—	(357,000)	678,000	(1,849,000)
	<u>(2,158,314)</u>	<u>8,533,091</u>	<u>(9,562,153)</u>	<u>1,350,910</u>	<u>(1,836,466)</u>
<b>Restricted fixed assets fund</b>					
. DfE / ESFA capital grants	20,079	39,872	(18,537)	(39,872)	1,542
. Capital expenditure from GAG	231,527	—	(140,525)	71,617	162,619
. Language Centre	2,816,936	—	(134,612)	—	2,682,324
. Dining hall Skylight/ventilation	51,088	—	(21,894)	—	29,194
. Inherited tangible fixed assets	8,078,030	—	(373,364)	—	7,704,666
	<u>11,197,660</u>	<u>39,872</u>	<u>(688,932)</u>	<u>31,745</u>	<u>10,580,345</u>
Other restricted funds:					
. Prize fund	5,207	1,357	(470)	—	6,094
. Other	1,367	53,270	(34,795)	(17,644)	2,198
	<u>6,574</u>	<u>54,627</u>	<u>(35,265)</u>	<u>(17,644)</u>	<u>8,292</u>
<b>Total restricted funds</b>	<u>9,045,920</u>	<u>8,627,590</u>	<u>(10,286,350)</u>	<u>1,365,011</u>	<u>8,752,171</u>
<b>Unrestricted funds</b>					
. General funds	202,884	1,610,928	(1,549,577)	(64,235)	200,000
. CCHS Capital Development Limited	297,521	271,398	(826)	(456,103)	111,990
. Designated funds					
. Refurbishment of artificial pitch	150,000	—	—	—	150,000
. Campus development	300,000	—	—	—	300,000
. Curriculum restructuring	580,000	—	—	(166,673)	413,327
<b>Total unrestricted funds</b>	<u>1,530,405</u>	<u>1,882,326</u>	<u>(1,550,403)</u>	<u>(687,011)</u>	<u>1,175,317</u>
<b>Total funds</b>	<u>10,576,325</u>	<u>10,509,916</u>	<u>(11,836,753)</u>	<u>678,000</u>	<u>9,927,488</u>

# Chelmsford County High School for Girls

## Notes to the financial statements Year to 31 August 2018

### 16 Analysis of net assets between funds

Group	Unrestricted funds £	Restricted general funds £	Restricted fixed asset fund £	Total 2018 £	Total 2017 £
<b>Fund balances at 31 August 2018 are represented by:</b>					
Tangible fixed assets	110,878	—	10,580,345	<b>10,691,223</b>	11,007,458
Current assets	1,197,172	576,728	—	<b>1,773,900</b>	1,901,702
Current liabilities	(132,733)	(467,473)	—	<b>(600,206)</b>	(617,016)
Non-current liabilities	—	(88,429)	—	<b>(88,429)</b>	—
Pension scheme liability	—	(1,849,000)	—	<b>(1,849,000)</b>	(2,095,000)
<b>Total net assets</b>	<b>1,175,317</b>	<b>(1,828,174)</b>	<b>10,580,345</b>	<b>9,927,488</b>	<b>10,197,144</b>
School	Unrestricted funds £	Restricted general funds £	Restricted fixed asset fund £	Total 2018 £	Total 2017 £
<b>Fund balances at 31 August 2018 are represented by:</b>					
Tangible fixed assets	110,878	—	10,580,345	<b>10,691,223</b>	11,007,458
Current assets	1,085,182	576,728	—	<b>1,661,910</b>	1,759,102
Current liabilities	(132,733)	(467,473)	—	<b>(600,206)</b>	(617,016)
Non-current liabilities	—	(88,429)	—	<b>(88,429)</b>	—
Pension scheme liability	—	(1,849,000)	—	<b>(1,849,000)</b>	(2,095,000)
<b>Total net assets</b>	<b>1,063,327</b>	<b>(1,828,174)</b>	<b>10,580,345</b>	<b>9,815,498</b>	<b>10,054,544</b>

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

Group	Unrestricted funds £	Restricted general funds £	Restricted fixed asset fund £	Total 2017 £	Total 2016 £
<b>Fund balances at 31 August 2017 are represented by:</b>					
Tangible fixed assets	123,828	—	10,883,630	<b>11,007,458</b>	11,238,839
Current assets	1,439,787	461,915	—	<b>1,901,702</b>	1,927,377
Current liabilities	(177,973)	(439,043)	—	<b>(617,016)</b>	(419,891)
Pension scheme liability	—	(2,095,000)	—	<b>(2,095,000)</b>	(2,170,000)
<b>Total net assets</b>	<b>1,385,642</b>	<b>(2,072,128)</b>	<b>10,883,630</b>	<b>10,197,144</b>	<b>10,576,325</b>
School	Unrestricted funds £	Restricted general funds £	Restricted fixed asset fund £	Total 2017 £	Total 2016 £
<b>Fund balances at 31 August 2017 are represented by:</b>					
Tangible fixed assets	123,828	—	10,883,630	<b>11,007,458</b>	11,238,839
Current assets	1,297,187	461,915	—	<b>1,759,102</b>	1,629,856
Current liabilities	(177,973)	(439,043)	—	<b>(617,016)</b>	(419,891)
Pension scheme liability	—	(2,095,000)	—	<b>(2,095,000)</b>	(2,170,000)
<b>Total net assets</b>	<b>1,243,042</b>	<b>(2,072,128)</b>	<b>10,883,630</b>	<b>10,054,544</b>	<b>10,278,804</b>

# Chelmsford County High School for Girls

## Notes to the financial statements Year to 31 August 2018

### 17 Financial commitments

#### Operating leases

At 31 August 2018 the total of the School's and Group's future minimum lease payments under non-cancellable operating leases for non-property assets was:

	2018 £	2017 £
<b>Group and School</b>		
Amounts due within one year	17,492	18,963
Amounts due between one and five years	21,762	18,144
Amounts due after five years	—	—
	<b>39,254</b>	<b>37,107</b>

### 18 Capital commitments

	2018 £	2017 £
Contracted for, but not provided in the financial statements	—	—

### 19 Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2018 £	2017 £
Net income/(expenditure) for the reporting period (as per the Consolidated Statement of Financial Activities)	(710,656)	(616,181)
Adjusted for		
Depreciation (note 11)	356,421	372,337
Capital grants from DfE and other capital income (note 3)	(19,953)	(19,919)
Interest receivable (note 5)	(5,862)	(6,226)
Defined benefit pension scheme cost less contributions payable (note 25)	142,000	116,000
Defined benefit pension scheme finance income (note 25)	53,000	46,000
Decrease/(Increase) in debtors	9,806	(84,184)
(Decrease)/Increase in creditors	(30,415)	197,125
<b>Net cash provided by / (used in) operating activities</b>	<b>(205,659)</b>	<b>4,952</b>

### 20 Cash flows from financing activities

	2018 £	2017 £
Cash inflows from new borrowing	108,836	—
Repayments of borrowing	(6,802)	—
<b>Net cash provided by financing activities</b>	<b>102,034</b>	<b>—</b>

### 21 Cash flows from investing activities

	2018 £	2017 £
Dividends, interest and rents from investments	5,862	6,226
Purchase of tangible fixed assets	(40,186)	(140,956)
Capital grants from DfE / ESFA and other capital income	19,953	19,919
<b>Net cash used in investing activities</b>	<b>(14,371)</b>	<b>(114,811)</b>



## Chelmsford County High School for Girls

### Notes to the financial statements Year to 31 August 2018

#### 22 Analysis of cash and cash equivalents

	At 31 August 2018 £	At 31 August 2017 £
Cash in hand and at bank	1,496,369	1,614,365

#### 23 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.

#### 24 Guarantees

The School has guaranteed the liabilities of its subsidiary CCHS Capital Development Limited at as 31 August 2018. As at 31 August 2018 CCHS Capital Development Limited had net assets of £111,990.

#### 25 Pension and similar obligations

The School'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 2012 and of the LGPS 31 March 2016.

Contributions amounting to £70,623 were payable to the schemes at 31 August 2018 (2017 - £66,361) and are included within creditors.

#### Teachers' Pension Scheme

##### *Introduction*

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

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

## Chelmsford County High School for Girls

### Notes to the financial statements Year to 31 August 2018

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

##### Teachers' Pension Scheme (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. The aim of the review is to specify the level of future contributions. Actuarial scheme valuations are dependent on assumptions about the value of future costs, design of benefits and many other factors. The latest actuarial valuation of the TPS was carried out as at 31 March 2012 and in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014. The valuation report was published by the Department for Education on 9 June 2014

The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 16.48% of pensionable pay (including a 0.08% employer administration charge)
- total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £191,500 million, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £176,600 million giving a notional past service deficit of £14,900 million
- an employer cost cap of 10.9% of pensionable pay will be applied to future valuations
- the assumed real rate of return is 3.0% in excess of prices and 2% in excess of earnings. The rate of real earnings growth is assumed to be 2.75%. The assumed nominal rate of return is 5.06%

The TPS valuation for 2012 determined an employer rate of 16.4%, which was payable from September 2015. The next valuation of the TPS is currently underway based on April 2016 data, whereupon the employer contribution rate is expected to be reassessed and will be payable from 1 April 2019.

The employer's pension costs paid to TPS in the period amounted to £398,935 (2017: £373,814).

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

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

# Chelmsford County High School for Girls

## Notes to the financial statements Year to 31 August 2018

### 25 Pension and similar obligations (continued)

#### Local Government Pension Scheme

The LGPS is a funded defined benefit scheme, with the assets held in separate trustee-administered funds. The total contribution made for the period ended 31 August 2018 was £195,809 (2017 - £149,160), of which employer's contributions totalled £145,356 (2017 - £100,860) and employees' contributions totalled £50,453 (2017 - £48,300). The agreed contribution rate for future years is 22.5% (2017 – 20.8%) per cent for employers.

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.

	At 31 August 2018	At 31 August 2017
<b>Principal actuarial assumptions</b>		
Rate of increase in salaries	3.80%	4.20%
Rate of increase for pensions in payment / inflation	2.30%	2.70%
Discount rate for scheme liabilities	2.65%	2.60%
Inflation assumption (CPI)	2.30%	2.70%
Commutation of pensions to lump sums	50.00%	50.00%

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

	At 31 August 2018	At 31 August 2017
<i>Retiring today</i>		
Males	22.3 years	22.2 years
Females	24.8 years	24.7 years
<i>Retiring in 20 years</i>		
Males	24.5 years	24.3 years
Females	27.1 years	27.0 years

	At 31 August 2018 £'000	At 31 August 2017 £'000
<b>Sensitivity analysis</b>		
Discount rate + 0.1%	(79)	(79)
Discount rate - 0.1%	81	81
Mortality assumption – 1 year increase	113	113
Mortality assumption – 1 year decrease	(110)	(109)

# Chelmsford County High School for Girls

## Notes to the financial statements Year to 31 August 2018

### 25 Pension and similar obligations (continued)

#### Local Government Pension Scheme (continued)

The School's share of the assets in the scheme were:

	Fair value at 31 August 2018 £'000	Fair value at 31 August 2017 £'000
Equities	979	833
Gilts	82	79
Other bonds	90	50
Property	137	124
Cash and other liquid assets	52	39
Alternative	138	97
Other managed funds	59	54
<b>Total market value of assets</b>	<b>1,537</b>	<b>1,276</b>

The actual return on scheme assets was £84,000 (2017 - £139,000).

Amounts recognised in Consolidated Statement of Financial Activities	2018 £'000	2017 £'000
Current service cost (net of employee contributions)	(288)	(245)
Interest on pension liabilities	(53)	(67)
<b>Total amount recognised in the SOFA</b>	<b>(341)</b>	<b>(312)</b>

# Chelmsford County High School for Girls

## Notes to the financial statements Year to 31 August 2018

### 25 Pension and similar obligations (continued)

#### Local Government Pension Scheme (continued)

Changes in the present value of defined benefit obligations were as follows:	2018 £'000	2017 £'000
At 1 September 2017	3,371	3,043
Current service cost	288	245
Interest cost	88	67
Employee contributions	51	48
Estimated benefits paid net of transfers in	(20)	(27)
Actuarial losses/(gains)	(392)	(5)
<b>At 31 August 2018</b>	<b>3,386</b>	<b>3,371</b>

Changes in the fair value of School's share of scheme assets:	2018 £'000	2017 £'000
At 1 September 2017	1,276	873
Interest on assets	35	21
Return on assets less interest	49	118
Actuarial losses/(gains)	—	114
Employer contributions	146	129
Estimated benefits paid net of transfers in	(20)	(27)
Employee contributions	51	48
<b>At 31 August 2018</b>	<b>1,537</b>	<b>1,276</b>

The estimated value of the employer contributions for the year ending 31 August 2019 is £153,000 (2018 - £139,000).

The history of experience adjustments is as follows:

	2018 £'000	2017 £'000	2016 £'000	2015 £'000
<b>Present value of defined benefit obligations</b>	<b>(3,386)</b>	(3,371)	(3,043)	(1,968)
<b>Fair value of share of scheme assets</b>	<b>1,537</b>	1,276	873	637
<b>Deficit in the scheme</b>	<b>(1,849)</b>	(2,095)	(2,170)	(1,331)

## Chelmsford County High School for Girls

### Notes to the financial statements Year to 31 August 2018

#### 26 Related Party Transactions

Owing to the nature of the School's operations and the composition of the Board of Governors being drawn from local public and private sector organisations, transactions may take place with organisations in which a member of the Board of Governors may have an interest. All transactions involving such organisations are conducted at arm's length and in accordance with the School's financial regulations and normal procurement procedures. In particular the following transactions took place during the year:

Yvonne Wickers – Teacher at Anglo European School - £580 relating to the sale of textbooks.

Mike Worboys – Trustee of the Institute of Physics - £50 annual subscription

#### 27 CCHS Capital Development Limited

CCHS Capital Development Limited is a company limited by guarantee and wholly controlled by the School. Its object is to support the operation of the School.

The following is a summary of the financial statements of CCHS Capital Development Limited for the year ended 31 August 2018, which have been included in the consolidated financial statements.

	2018 £	2017 £
Income	196,825	74,573
Expenditure	(227,435)	(229,494)
Net movement in funds	(30,610)	(154,921)
Retained funds at 1 September 2017	142,600	297,521
Retained funds at 31 August 2018	111,990	142,600

CCHS Capital Development Limited has taken advantage of exemption from audit available under S479A of the Companies Act 2006 on the basis that it has been provided with a statutory guarantee from Chelmsford County High School for Girls for the year ended 31 August 2018.

#### 28 Agency Arrangements

The School distributes 16-19 bursary funds to students as an agent for ESFA. In the year ending 31 August 2018 the School received £6,173 (2017: £6,773) and disbursed £6,173 (2017: £6,772) from the fund.