

Charity Registration No. 1163491  
Company Registration No. 09561129 (England and Wales)

**LEWES OLD GRAMMAR SCHOOL TRUST  
(LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 AUGUST 2022**

**LEWES OLD GRAMMAR SCHOOL TRUST**  
**(LIMITED BY GUARANTEE)**  
**LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	W Telford, Chairman J Brooks L A Harvey S A Ogden A Clarke J M Light H Moore S Bonell
<b>Headmaster</b>	R I Blewitt
<b>Bursar and Company Secretary</b>	T E Laker
<b>Charity Number</b>	1163491
<b>Company Number</b>	09561129
<b>Registered Office &amp; Principal Address</b>	140 High Street Lewes East Sussex BN7 1XS
<b>Auditors</b>	TC Group The Courtyard Shoreham Road Upper Beeding Steyning West Sussex BN44 3TN
<b>Bankers</b>	Lloyds Banking Group 82 High Street Lewes East Sussex
<b>Solicitors</b>	Mayo Wynne Baxter 3 Bell Lane Lewes East Sussex BN7 1JU

# LEWES OLD GRAMMAR SCHOOL TRUST

## (LIMITED BY GUARANTEE)

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# **LEWES OLD GRAMMAR SCHOOL TRUST**

## **(LIMITED BY GUARANTEE)**

### **CHAIRMAN'S STATEMENT**

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They say that as you get older time passes more quickly, and it seems to me to be particularly true in relation to my time as chair of trustees at LOGS. This is the fourth, and final, occasion for me to introduce the annual report and accounts for Lewes Old Grammar School as I retire at the annual general meeting. It seems as if the year, and my period as chair has flown by, but I am sure that to the teachers and students – and their parents – it has been another hard slog. Covid has still impacted school life and latterly flu and related illnesses, but we have seen, in general a return to normal school life. More details are included in the full Trustees Annual Report.

A key part of our role as trustees has been to plan to make the school financially sound, within the physical restrictions of being a town-based school. We have invested heavily, but prudently, in property with developments such as the YMCA and the sixth form buildings now providing excellent facilities. The work on Mead House during the summer has been exceptionally well received by the staff as it has improved their facilities. Tim Laker and the operations team are to be congratulated on accomplishing these tasks and the move of the operations team to 144 High Street on time and within budget.

On the academic side, our one school on two sites continues to provide an excellent education to pupils from reception to year 13. On behalf of the trustees, parents and pupils, I would like to thank Robert Blewitt, the headmaster and his team for all their efforts both in the classroom, on-line and elsewhere for all the hard work which went into making last year so successful. I think particular thanks are due to Carrie Whyte and her team for their work in developing the junior school during her absence.

In addition to my forthcoming retirement as chair, this year has seen the retirement of Andrew Ogden as trustee. Like me Andrew is a parent of ex-pupils. He has been a trustee since 2014 and has given wide counsel and support over the years. His sense of humour and willingness to challenge will be missed. Thank you, Andrew, for all you have put into the school over the years. Enjoy your retirement. Andrew was vice-chair until his retirement, and Sue Bonnell replaced him in November. Sue will become chair at the annual general meeting. Although Sue is relatively new to LOGS, she has wide experience in the education sector having previously been a bursar at Battle Abbey. She is also an ISI inspector. She has been a breath of fresh air and won the respect of the leadership team as well as the trustees. I wish her well in her new role. I will continue as a trustee for a further year and would like to thank my fellow trustees, staff and parents for their support during my time as chair, and I look forward to reading Sue's report this time next year.

We will need to recruit new trustees during the year to replace the current resignations and there will be vacancies for parent trustees.

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Full details of the financial and other performance are included in the attached trustees' report and financial statements.

# LEWES OLD GRAMMAR SCHOOL TRUST

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### CHAIRMAN'S STATEMENT

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I cannot close this report without reference to the recent announcement from Sir Keir Starmer concerning Labour party plans for private education. The trustees, and senior leadership team, are committed to continuing to provide the education which LOGS has always provided, whatever this new environment turns out to be, as and when, or indeed if, a Labour government is elected. Our risk assessments and financial planning will continue to consider the practical implications as announcements are made and details clarified and parents kept informed.

*Bill Telford*

Bill Telford,

Chair of Trustees

Date: 28 March 2023

# **LEWES OLD GRAMMAR SCHOOL TRUST**

## **(LIMITED BY GUARANTEE)**

### **TRUSTEES' REPORT (INCORPORATING THE STRATEGIC REPORT)**

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The Trustees present their annual report together with the audited financial statements of the company for the 1 September 2021 to 31 August 2022. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

#### **Objectives and activities**

##### **a. Our Vision**

Lewes Old Grammar School aims to provide a first class education where individual pupil's strengths, potential and interests are identified and developed in a nurturing environment. This is underpinned by the school being a place of trust and respect where all staff take an active interest in the spiritual, moral, social and cultural development of every student.

Our Motto is "Floreat Lewys" (Lewes Flourishes) which captures the essence of the values that underpin our endeavours to give everyone the opportunity to develop integrity, energy, honesty, confidence and enthusiasm in pursuit of our mission. Enter text here - user input

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

##### **b. Our Mission**

The school's mission is:

- to encourage pupils to work hard and enjoy the process of learning in order to make the most of their talents in a variety of areas: academic, cultural, artistic, spiritual and sporting;
  - to give pupils the opportunity to be involved in making decisions about their work, leisure and foster independence of thought and action;
  - to select pupils who are able to benefit from the range of opportunities provided and contribute to the life of the School;
- 
- to encourage an appreciation of different communities and cultures and promote international understanding;
  - to teach pupils to respect other people, their property and their beliefs so that they are honest and trusting of others;
  - to ensure that they are taught the importance of the fundamental British values of tolerance, democracy, the rule of law, and individual liberty;

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### **TRUSTEES' REPORT (INCORPORATING THE STRATEGIC REPORT)**

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#### **Objectives and activities (continued)**

- to give individuals a clear sense of right and wrong, make pupils aware of social responsibilities and praise and reward good effort, work and behaviour;
- to ensure that pupils obtain the best possible qualifications and enable them to move with confidence into Higher Education and ultimately into successful careers;
- to be a caring community which produces well adjusted individuals fit to cope with the demands of the modern world;
- to encourage and support the development of all staff;
- to welcome parents' contributions to all areas of School life and assure good lines of communication

#### **Lewes Old Grammar School aims:**

- To develop inquisitive thinkers with a lifelong love of learning who cherish independent thought;
- To enable students' talents to develop through doing and making
- To foster individuality and encourage initiative and creativity alongside an awareness of the needs of
- To enable students, former students, parents and staff to take pride in the community's distinctiveness,
- To foster interest beyond the school — engaging with the local community and developing a national and international awareness

#### **d. Strategies**

The principal objective of Lewes Old Grammar School is to remain a strong, integrated community, moulded by each individual pupil's aspirations and needs, providing them with the opportunity to maximise their academic achievement and to leave school equipped to face the challenges of adulthood with confidence. The immediate priorities in the post Covid world was to ensure that all those that had joined in the previous year were helped to understand the normal way for the school to function. We needed students to become more accustomed to normal teaching arrangements and to move around the school rather than remain in their bubbles. Parents' Evenings became face to face and personal visits of prospective parents and the sitting of Entry Tests returned .

#### **e. Activities**

Despite "normality" not fully returning we managed to organise a number of foreign trips broadening the experience of nearly 50 students Year 10 students in the Arctic snow of Finland and rewarding nearly 50 Year 9 students who had most lived up to the School's values. Foreign travel is seen by us as an essential way of fostering interests beyond school and to develop a national and international awareness of other cultures. We were also pleased that we could conduct our Whole School Walk for the first time in 3 years raising over £6000 for charities and to host an in person rather than virtual

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## (LIMITED BY GUARANTEE)

### TRUSTEES' REPORT (INCORPORATING THE STRATEGIC REPORT)

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prize giving ceremony spread over 2 nights to mitigate the risk of large gatherings. All of these activities alongside sports days and music performances help to bond the community together.

#### f. Achievements and Performance

Public examination results were in line with expectations reflecting considerable hard work by both staff and students. Those leaving the Sixth Form achieved 77% of their A Level grades at either A\* - B. The grades for this cohort at BTEC were even more impressive with 91% of the grades at either Distinction or Distinction\* level. These excellent results enabled the majority of students to progress on to the first choice university with Oxbridge and Russell Group universities firmly represented.

This is the first time in 3 years for grades to be awarded by external assessment rather than through TAGs and CAGs. These results, as well as being very strong, are not vastly different to those awarded through internal assessment confirming the integrity of the process employed in the previous years.

Year	% of A Level grades A* - B	% of BTEC grades Distinction * and Distinction.
2020	84%	66%
2021	74%	84%
2022	77%	91%

The results at GCSE were equally pleasing with 48% of the grades being at 7 or above with a pass rate being 97%. This confirms that the teaching stretched the more able students and the high pass rate was particularly pleasing confirming that the school meets the needs of those across the ability range. These results can once again be contextualised against the previous 2 years confirming the professional approach utilised with internal assessment. Once again the grades are worthy of celebration with both staff and students being praised for their hard work and conscientious approach.

Year	% of GCSE grades 7 or above	% of GCSE grades at 4 or above
2020	51%	98%
2021	54%	97%
2022	48%	97%

The 2021-2022 academic year saw a welcome return to 'normality' in the classroom in terms of teaching and learning routines and planning for academic outcomes. However, the pandemic years have had a significant effect on young people's preparedness for classroom normality; our priority at



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the beginning of the 2021 - 2022 academic year was therefore to focus on classroom and lesson routines – returning to the fundamentals of how we achieve purposeful learning: effective and engaging lesson openings that enable teachers to assess what has been understood and retained from the previous lesson (pandemic learning conditions have definitely affected pupils' knowledge-retention skills), and clearly signposted lesson stages.

A second area of focus in 2021-2022 was to ensure that we provide challenge and support at all levels as part of quality first teaching. We focused in INSET on scaffolding and modelling methods, and on different kinds of differentiation. Scaffolding and modelling – always essential to effective teaching and learning – has proven even more invaluable in plugging Covid learning gaps and we continue to work on these dynamic pedagogical tools. One addition to our technological ability to deliver effective modelling has been the procurement of several visualisers which have enabled a range of teachers to make student work or their own unfolding handwritten work visible to pupils on the board.

Marking and effective formative feedback was a third area of focus in 2021/2. Departments have created their own feedback sheets and procedures, including setting aside significant time within feedback lessons so that pupils can work with and reflect on feedback. This continues to be an area of focus in 2022 - 2023. Very pleasingly, we were able to devise subject-specific fine-grading tools in 2021 - 2022 and implement these in exam marking and end-of-year reporting for KS3 – this significantly augments our, pupils' and parents' ability to understand how secure a pupil is within a grade, and what they need to do to strengthen skills and knowledge within that grade descriptor. We will implement fine grading in Year 10 this year. It is huge progress that we have done sufficient work on grading to have now moved away from the model of the average LOGS student – next steps involve implementing effective target review processes using CATS and teacher assessment to ensure we are measuring student progress against appropriately aspirational targets.

A very successful element of last academic year was our ECT programme – our inaugural ECT cohort were mentored to a very high standard and participated in a programme of workshops which continue this year. Our programme was also inspected by Istip and we received a glowing report.

The pastoral team continued to help students manage the challenges of school life after COVID, providing the emotional support required to help forge good mental health and wellbeing. Pastoral surveys provided evidence to help steer appropriate interventions and the emphasis on Core Values was firmly inculcated in the student body. Significant strides have been made this year in the promotion of equality, with our students developing the integrity, energy, honesty, confidence and enthusiasm to challenge inequality and to embrace diversity. We are successful in building in our students "a strong sense of self" but also ensuring that they understand the importance of community, teamwork and service. We have made further progress in finding the correct balance between fostering and celebrating our students' individuality and helping them appreciate the rights of the individual and the individual's responsibility to the School community. Progress has been made ensuring that the students' voice is heard and treated with respect.

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### TRUSTEES' REPORT (INCORPORATING THE STRATEGIC REPORT)

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#### Objectives and activities (continued)

The School promotes a values driven education ensuring our students develop holistically: spiritually, morally, socially and culturally. We have seen further progress in equipping our students that leave with these values being empowered as good citizens, able to clarify their own beliefs, to take considered risks, to think and speak for themselves, and to listen thoughtfully to others' viewpoints.

#### Junior School

This year saw a return to some familiar school activities at the Junior School, post Covid. Stability and routine were key as children transitioned from the highly structured Covid bubble system to a more free-flow setup both in the classroom and playground. Ensuring that all children were accessing off-site learning opportunities, which had not taken place the previous year, was at the forefront of the school's objectives. Creating opportunities for parents to partake in school celebrations was also paramount and adaptations were made to staging to ensure school productions could take place safely.

A full calendar of Forest School sessions were completed, using a new site at Iford and the Year 6 residential took place after a year's break. Events such as the EYFS Teddy Bears Picnic, School Assemblies and Science Week Student Museum provided much needed opportunities for parents to reconnect with the school and staff. The rising concern about Covid numbers before Christmas meant that the Carol Concert and Nativity were held on an outdoor stage to allow parents to attend whilst mitigating the risk of infection.

Assessments at the start of the academic year highlighted a trend in lower Maths and Reading scores. After a strong focus on collaborative learning and emotional health in the previous academic year, a decision was made to address gaps in knowledge and development created during lockdown home learning. An extra period of Maths teaching was established in Years 1-6 and teaching staff were briefed to use planning from prior years if/when necessary to support any gaps in understanding.

A new post was created: Reading Supervisor. This teaching assistant role included responsibilities such as establishing guided reading groups, working with reluctant readers and involvement in the East Sussex Book Award providing opportunities for outstanding readers to access challenge. The school moved to the New Group Reading Test (NGRT) online assessment and a more frequent assessment calendar for reading was established to gauge the effectiveness of the increased reading input across the school. Reading ages from the NGRT were collected three times during the year and this increased data helped to ascertain children who might benefit from SEND support.

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#### **Objectives and activities (continued)**

Curriculum developments included an enhanced scheme of work for RE which ran alongside regular assemblies, introducing children to key religious celebrations. A visual calendar of religious events was set up in the school building. Art planning was adapted to ensure there was a clear progression of skills across the school, with curriculum links where possible. An updated E-Safety curriculum was also created using planning guidance from the National Online Safety platform. Resources from this platform were also used to support safeguarding matters linked to E-Safety and to create an in-school E-Safety presentation for parents, who were then encouraged to use the platform's resources to support their children at home.

Developments in the SEND department focussed on staff training and development. INSET training on creating a dyslexia friendly classroom led to long term improvements in inclusive teaching across the school. Resources such as tinted exercise books, buff whiteboard screens, larger fonts and prompt materials are now widely established in every classroom. External specialists 'Tourettes Action' delivered thought provoking training to all staff on the impact of this condition and associated anxiety and OCD. This in turn helped to establish a framework of support for specific students. Teacher engagement in SEND support for their class was further strengthened through the use of Edukey Provision Map software, used to document classroom adaptations, such as teacher check-ins, word mats and brain breaks. The introduction of a 'Special Considerations' box in Medium Term planning documents also ensured that teachers were formulating planning with student needs at the forefront, increasing access to the curriculum.

#### **g. Plans for the future**

##### **Senior School**

The 2022 - 2023 academic year will build significantly on many of the areas of focus embarked upon in previous years. We have planned two significant teaching and learning INSETS and have carved out a space within our CPD for a focus on teaching and learning: in September, a carousel of sessions on effective classroom practices from behaviour management to modelling and scaffolding and, in January, on SEND profiles within our school and how to cater for the neurodiversity of our pupils through quality first teaching strategies that benefit all pupils. Our focus this year is very much on celebrating and enhancing our pedagogical inclusivity in relation to neurodiversity.

#### **Objectives and activities (continued)**

Under the umbrella of inclusivity and quality first teaching, we aim to set up a pilot coaching programme to begin to implement in our school opportunities for teachers to partner with one another to work on areas of practice.

We also want to consider our technological resources: emerging out of the SEND INSET, was a strong consensus among teachers that having tablets in the classroom would assist us in so many ways to support SEND pupils and also to run lessons more effectively in terms of registering students and noting down pupil departures to the health centre etc. – at present, these logging requirements interrupt the lesson significantly. We would also like a bank of visualisers and to do more work on training staff to model effectively.

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An ongoing target is centralisation and use of data on iSAMS for effective tracking and planning. We have had a session with iSAMS and HOFs have agreed to move forward with grade books. Ed Baigent has taken on the development of this and other modules within iSAMS and we expect to make significant progress with this before the end of the academic year.

#### **Junior School**

Next academic year, there will be a focus on transitions, not just between Year 6 and 7 but also at key points in the Junior School such as EYFS to Year 1. There will be an increased focus on sharing of good practice between staff to help support this initiative, as well as a programme of transition activities throughout the year to familiarise students with the Senior School building and staff.

Staff CPD will focus on specific training to support pupils with ASD and ADHD, in addition to handwriting training, and the development of Higher Order Thinking Skills. As we seek to bring back the full breadth of the curriculum there will also be a focus on subject leaders adding extra value to curriculum areas with workshops, visits and hands on learning experiences.

Our Forest School programme will be expanded to encompass a broader range of Outdoor Learning experiences.

#### **Pastoral**

The strong pastoral support established in the last academic year continued, with more frequent 'Chill and Chat' and 'Time to Talk' sessions. The role of Emotional Support TA was further developed with this member of staff enrolling on the 'Place to Be' counselling course. The NSPCC 'Speak Out Stay Safe' campaign was completed and a worry box system established alongside this which has proven a useful way for pupils to raise concerns.

With inclusion at the forefront of the whole school development plan, the Junior School celebrated its first 'Diverse Book Week'; an opportunity for the Library to showcase the more diverse titles on offer and for students to present these in assembly. Marking Anti-bullying week and World Mental Health Day with charity collections and pupil activities further supported this initiative.

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### TRUSTEES' REPORT (INCORPORATING THE STRATEGIC REPORT)

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#### Objectives and activities (continued)

##### h. Overall

In all ways, the School has moved forward. Admissions continue to grow confirming that the School represents a strong preference for many parents and the progress made this year should ensure that this is sustained.

##### Public Benefit

##### a. General

The Trustees confirm that in furtherance of the Charity's aims they have had due regard to the Charity Commission's published guidance on public benefit as required by the Charities Act 2011.

##### b. Scholarships, awards and bursaries

The School offers scholarships, awards and bursaries on the basis of financial need and pupil's educational ability or talent.

Bursaries are awarded for financial reasons, such as new students joining the School to assist families who would otherwise not be able to access the education we offer. Requests are made by the completion of an application process which is administered by a third party prior to a final decision by the Bursar. This may require the Bursar to visit the home of the applicant. Most awards are for financial reasons where parents could not afford to send their child to the School without help or if a parent suffers immediate financial hardship. These children are an asset to the School and are encouraged by our ethos of helping provide education to as wide a spectrum of children as possible. The bursary awards range from 10% to 90% remission of fees.

Scholarships are awarded to pupils with academic, sporting and musical excellence.

The charity provided £2.07m of bursaries, awards and scholarships during this financial year down from £2.17m in the previous year. The criteria for granting these awards included academic, sporting and musical excellence and supporting current parents who experienced financial hardship.

##### c. Use of school facilities and Hosting public events in the community

The school also makes space available for clubs and societies to use outside normal school hours within Lewes and the surrounding area. The acquisition of our new facilities aids the school in charitable offerings to the local community. The school also organises events to which the public are invited, such as school productions and guest speakers.

# **LEWES OLD GRAMMAR SCHOOL TRUST**

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### **TRUSTEES' REPORT (INCORPORATING THE STRATEGIC REPORT)**

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#### **d. Savings to national and local government**

The Trustees also consider it is important to recognise the indirect benefit to the public which arises from the School educating 697 pupils, the cost of which would otherwise have fallen on the state. The 697 pupils the School educated during the year saved the public purse an estimated £3.5m, based on an average state education grant of £5,000 per pupil.

As a charity the parents of our pupils have the assurance that all the income of the School must be used for educational purposes. We enjoy tax exemption on our educational activities and investment income, provided these are used for educational purposes. We also receive an 80% reduction in our business rates on the property we occupy for charitable purposes. The financial benefits we receive from these tax exemptions, estimated at £0.12m, are all applied for educational purposes and indirectly help maintain our bursary scheme.

As an educational charity and being exempt for VAT purposes we are unable to reclaim any input VAT tax. As an employer we also pay national insurance contributions. These two items are estimated to cost the School £0.77m.

#### **Financial review**

##### **a. Key Financial Performance Indicators**

Fee income was up by 15% which was primarily due to the increase in numbers (2021/22 - 697 (2020/21 - 656). The fee increases for the school year announced in April 2021 was 4.8%. In 2020/21 we had kept termly fees at the prior year level. The relaxation of Covid restrictions and the return to normal levels of activity resulted in increases in the income from trips and events and catering (also with the consequent increases in costs for these activities).

We were grateful for the support of our parents, including the new parents, in recognising the value of a LOGS education which resulted in the increase in numbers and the fact that we were able to reduce the amount of discretionary awards against fees. Bursaries for those in need and awards for academic and other excellence continue to be available.

Our costs also rose in 2021/22 by 16.7% in total, including an increase in teaching costs of 14.5%. Teacher numbers increased slightly as did other areas. We recognise the importance of maintaining appropriate staff-/pupil ratios and investing in our staff, particularly those with direct contact with the pupils on a day-to-day basis.

Academic year 2021/22 saw another increase in our investment in premises with the addition of £1,700,865 consisting almost entirely of the purchase of 144 High Street, Lewes, and the conversion of the Mead House attic. This investment resulted in an increase in our borrowings outstanding at the end of the year of £771,910. There was also a charge of £158,752 for repairs and renewals to our buildings and grounds, as we made significant improvements to areas within the senior school.

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Overall, the surplus for the year was £642,227 (2020/21 - £516,303). The Trustees are conscious of the need to have funds available to cope with the current economic uncertainties and to enable continued investment in property and people to enable LOGS to continue to provide our special education.

The nature of accounting is such that the fees for the autumn term of £1,944,976, which are invoiced before the school holidays are included in debtors as they are due on invoicing, and indeed in some cases have already been paid before the end of term. They are also included as creditors in Accruals and deferred income (see note 14) as they relate to the next academic year. This slightly distorts the ratio between current assets and current liabilities but the Trustees are confident that cash in hand of £2,659,898 on 31 August 2022 (£2,800,411) and net current assets of £781,596 (2021 - £1,229,229) are sufficient to meet the working capital needs of the Trust.

#### **b. Investment policy and performance**

The Trustees have agreed an investment policy to keep surpluses in cash or on short term deposit, so as to improve the liquidity of the Trust.

#### **c. Going Concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue 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 accounting policies.

#### **d. Reserves policy**

The Trustees regularly review the financial results and position, against budget and forecast, and an annual five year Long Range Plan as part of their stewardship of the School.

In recent years considerable sums have been invested in new School buildings and the upgrading of existing buildings and IT infrastructure, to improve the teaching and pastoral facilities for our pupils. This form of investment will continue, although there will be limited capital expenditure in academic year 2022/23.

However, the Trustees want to ensure the free reserves (Net Current Assets- unrestricted) of the School continue to improve, to provide enough funds to alleviate any risks that could materialise. With this in mind, the Trustees planned to have free reserves of £500,000 by the academic year 2022/23. This level has been achieved earlier than planned with 2021/22, standing at £753,796. It is expected to continue at a similar level for 2022/23.

The Trustees considered the Charity has sufficient assets to meet the requirements to fund the ongoing development of the School. The Charity also has a School Combined Insurance policy, covering property damage and business interruption.

#### **e. Funds held as custodian**

There are no funds held outside of Lewes Old Grammar School Trust or by the Charity on behalf of third parties.

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### **TRUSTEES' REPORT (INCORPORATING THE STRATEGIC REPORT)**

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#### **f. Related party relationships**

The details of the Charity's transactions with related parties are set out in note 25 to the financial statements.

#### **g. Trustees indemnities**

The Trustees, Directors and Officers have third party indemnity provision up to £2,000,000 during any period of insurance from AXA Insurance Policy Number BM MLP 7059723.

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

#### **a. Constitution**

Lewes Old Grammar School Trust (the Charity) is registered as a Company Limited by Guarantee, with the liability of its members limited to £1 each by guarantee and was set up by a Memorandum and Articles of Association deed on 25 April 2015. The Charity has a registered charity number 1163491.

The principal object of the Charity is to provide the advancement of education of children at Lewes Old Grammar School. The school operates two schools, the Senior School in the High Street, Lewes and the Junior School in Morley House, King Henry's Road.

#### **b. Governance and management**

The company is run in accordance with the Articles of Association by a Board of Trustees (the Board) of at least 5 members and not more than 15. The names of the current Trustees are given on page 1.

New trustees are appointed by the Board, on the basis of their eligibility, personal competence, specialist skills and local knowledge. The composition of the Board is kept under constant review by the Board.

The Board are actively looking for new Trustees with specific skill in Independent Education, Health related to child development and Estates.

Trustees retire at the first annual general meeting after their appointment, and, if reappointed, by rotation every three years. In general, trustees can only stand for re election, for a maximum of three further terms.



# LEWES OLD GRAMMAR SCHOOL TRUST

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### TRUSTEES' REPORT (INCORPORATING THE STRATEGIC REPORT)

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#### **Structure, governance and management (continued)**

The Board meets once a term as a minimum to formally review the company's affairs and to receive reports from the head and its committees. There are currently four committees of the Board;

- The Nominations and Remuneration Committee (Chair Andrew Ogden);
- The Finance and Property Committee (Chair Joseph Light)
- The Education Committee (Chair Janine Brooks) and
- The Health and Safety Committee (Chair Joseph Light)

These Board meetings comprise trustees, and as appropriate teachers and other members of staff. The heads of the Senior and Junior Schools attend the Board and finance and education committee meetings.

In addition to the committees, Amanda Clarke acts as Safeguarding Trustee and she is supported by other trustees as appropriate.

The composition and terms of reference of these committees are kept under regular review and the chairs are elected annually at the annual general meeting.

The day to day running of the School is delegated to the Headmaster, assisted by the Senior Leadership team (SLT), with strategic decisions being taken at Board level, taking into account advice from the SLT.

The Charity encourages all employees to be fully involved in the affairs of the school and both teaching and support staff meet regularly to ensure efficient and constructive communication at all levels. Robust policies exist to fulfil the Charity's commitment to develop diversity of staffing across all disciplines through equal opportunity policies, training and practical action.

#### **c. Policies adopted for the induction and training of Trustees**

New Trustees are inducted into the way the School works by discussion with the Chair of Trustees, The Head and the Bursar who is also the Clerk to the Board. They receive an information pack about the School and its objectives as well as the Guidelines for Governors, issued by the Association of Governing Bodies of Independent Schools (AGBIS) and approved by the Independent Schools Council (ISC), and the Trustees; Handbook of practices and procedures specific to Lewes Old Grammar School.

All trustees undertake regular safeguarding training and are also encouraged to attend training courses for new Governors and all Governors are encouraged to go on relevant courses to keep up to date.

During 2022-23, the Board will be revising its Trustees' handbook to ensure that it is in line with best practice, as contained in the Charity Governance Code.

# **LEWES OLD GRAMMAR SCHOOL TRUST**

## **(LIMITED BY GUARANTEE)**

### **TRUSTEES' REPORT (INCORPORATING THE STRATEGIC REPORT)**

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#### **Structure, governance and management (continued)**

##### **d. Pay policy for key management personnel**

Remuneration is set by the Board, with the policy objective of providing appropriate incentives to encourage enhanced performance, recruitment and retention, and of rewarding fairly and responsibly contributions to the Company's success.

The remuneration of key management personnel is set by the Remuneration Committee based on benchmarking, performance and target attainment. Key management personnel are considered to be the Heads of the Senior and Junior Schools and the Bursar.

The Charity aims to recruit, subject to experience, at the relevant point within its pay scale.

##### **e. Financial risk management**

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

##### **f. Risk Management Objectives and Policies**

The Trustees are responsible for the identification and management of risk, and for seeking to mitigate the major risks to which the Charity is exposed.

A detailed review of the strategic and operations risks to which the charity is exposed is undertaken annually at the beginning of the academic year by the full Board. Actions agreed to mitigate risks are delegated to the Senior Leadership Team in each of the areas of their responsibility.

The Trustees have assessed the major risks to which the company and the group are exposed, in particular those related to the operations and finances of the company and the group, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

##### **g. Principal risks and uncertainties**

The principal risks to which the School is exposed and which are outside the control of the Trustees are the potential impact on the ability of parents and prospective parents to continue to fund their children's education caused by political and economic factors and changes in the regulatory environment introduced by regulators. Being a charity, the School currently enjoys a number of benefits the removal of which would potentially cause financial difficulties.

The Trustees seek to mitigate the former risk by marketing and increasing contacts with feeder schools and by seeking to ensure that fee levels remain affordable.

The School is a member of ISC, ISBA and AGBIS through which the Trustees are kept aware of regulatory developments and are able to make provisions as necessary.

# LEWES OLD GRAMMAR SCHOOL TRUST

## (LIMITED BY GUARANTEE)

### TRUSTEES' REPORT (INCORPORATING THE STRATEGIC REPORT)

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#### Structure, governance and management (continued)

Significant risks within the control of the trustees, and the steps taken to mitigate these risks are principally:

- Education regulatory compliance. The School operates in a highly regulated sector, particularly in areas of safeguarding and child protection. The responsibility for Compliance is led by the Senior Management Team and administered by the Compliance and HR Manager.

The Headmaster is the Designated Safeguarding Lead (DSL) and the Health Manager is the DDSL for the Senior School and deals with staff training and all the record keeping. In the Junior School there is a dedicated DDSL. There are a further nine Safeguarding Officers. In addition to this there are twelve staff who are trained to identify issues of mental health in children and respond appropriately.

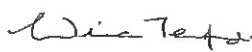
All appointed staff and any professional advisers have access to all the appropriate information and support available to the School through various professional bodies to ensure that the School is up to date with all current legislation and statutory requirements. The School adheres to both the regulatory requirements of the Local Safeguarding Board (East Sussex County Council) and the Independent School's Standards Regulations.

- Health and Safety. The Charity strives to ensure that staff are able to work and pupils study in a safe and supportive environment and that the policies and procedures and training are in place in all aspects of human resources and health and safety so that the School is fully compliant. The school has an integrated Health and Safety IT platform.

- Reputational damage. Where there is a risk of litigation, the School will appoint the appropriate professional advisers and purchase the relevant insurances using education specialist brokers to ensure that we have the appropriate cover. Complaints can be damaging to the Charity's reputation and are dealt with promptly by the Head and the Trustees are involved as relevant.

- Competition. The market in which the Charity operates is very competitive and in order to maintain demand, we monitor developments in education to ensure that pupils always receive a broad and varied curriculum. The School's ethos is centred on the individual and the resources required to deliver a first class education supported by a dedicated pastoral structure.

Approved by the Board on 28 March 2023 and signed on its behalf by:

  
.....

W Telford (Chairman)

# **LEWES OLD GRAMMAR SCHOOL TRUST**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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The Trustees, who are also the Directors of Lewes Old Grammar School Trust Limited for the purpose of company law, are responsible for preparing the Trustees' Report (incorporating the Strategic Report) and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# **LEWES OLD GRAMMAR SCHOOL TRUST**

## **(LIMITED BY GUARANTEE)**

### **INDEPENDENT AUDITOR'S REPORT**

#### **TO THE MEMBERS OF THE LEWES OLD GRAMMAR SCHOOL TRUST LIMITED**

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We have audited the financial statements of Lewes Old Grammar School Trust (the 'charitable company') for the year ended 31 August 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cashflow Statement and notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Basis of 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 charitable company 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 the provisions available for small entities, and we have fulfilled our 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**

In auditing the financial statements, we have concluded that the trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorized for issue.

Our responsibilities and the responsibilities of the trustee's with respect to going concern are described in the relevant sections of this report.

# **LEWES OLD GRAMMAR SCHOOL TRUST**

## **(LIMITED BY GUARANTEE)**

### **INDEPENDENT AUDITOR'S REPORT**

#### **TO THE MEMBERS OF THE LEWES OLD GRAMMAR SCHOOL TRUST LIMITED**

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##### **Other information**

The other information comprises the information included in the annual report, including the trustee's report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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

We have nothing to report in this regard.

##### **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 trustees' 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 charitable company 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, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

**LEWES OLD GRAMMAR SCHOOL TRUST**  
**(LIMITED BY GUARANTEE)**  
**INDEPENDENT AUDITOR'S REPORT**  
**TO THE MEMBERS OF THE LEWES OLD GRAMMAR SCHOOL TRUST LIMITED**

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**Responsibilities of trustees**

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

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

**Extent to which the audit was considered capable of detecting irregularities, including fraud**

The objectives of our audit, in respect to fraud, are: to identify and assess the risks of material misstatement of the financial statements due to fraud; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and to respond appropriately to fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both those charged with governance of the entity and its management.

Our approach was as follows:

- We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general sector experience, and through discussion with the trustees and other management (as required by auditing standards), and discussed with the trustees and other management the policies and procedures regarding compliance with laws and regulations (see below);
- We identified the following areas as those most likely to have such an effect: health and safety; General Data Protection Regulation (GDPR); fraud; bribery and corruption, school inspections, DBS checks, employment law and Keeping Children Safe in Education under Section 175 of the Education Act 2002. Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the trustees and other management and inspection of regulatory and legal correspondence, if any. The

# LEWES OLD GRAMMAR SCHOOL TRUST

## (LIMITED BY GUARANTEE)

### INDEPENDENT AUDITOR'S REPORT

#### TO THE MEMBERS OF THE LEWES OLD GRAMMAR SCHOOL TRUST LIMITED

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identified actual or suspected non-compliance was not sufficiently significant to our audit to result in our response being identified as a key audit matter.

- We considered the legal and regulatory frameworks directly applicable to the financial statements reporting framework (FRS 102, the Companies Act 2006 and the Charities Act 2011) and the relevant tax compliance regulations in the UK.
- We considered the nature of the charitable company's operations, the control environment and financial performance.
- We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit.
- We considered the procedures and controls that the charitable company has established to address risks identified, or that otherwise prevent, deter and detect fraud; and how senior management monitors those programmes and controls.

Based on this understanding we designed our audit procedures to identify non-compliance with such laws and regulations. Where the risk was considered to be higher, we performed audit procedures to address each identified fraud risk. These procedures included: testing manual journals; reviewing the financial statement disclosures and testing to supporting documentation; performing analytical procedures; and enquiring of management, and were designed to provide reasonable assurance that the financial statements were free from fraud or error.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

#### Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for the no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members, as a body, for our audit work, or for the opinions we have formed.

*TC Group*

Mark Cummins FCCA (Senior Statutory Auditor)

for and on behalf of TC Group

Statutory Auditors

Office: Steyning, West Sussex

Dated: *11 May 2023*



# LEWES OLD GRAMMAR SCHOOL TRUST

## (LIMITED BY GUARANTEE)

### STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 AUGUST 2022

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>Incoming from:</b>						
Donations and legacies	5	301	-	14,673	14,974	65,203
Charitable activities	6	8,733,066	-	-	8,733,066	7,406,748
Investments	7	12,125	-	-	12,125	1,815
<b>Total income</b>		<b>8,745,492</b>	<b>-</b>	<b>14,673</b>	<b>8,760,165</b>	<b>7,473,766</b>
<b>Expenditure on:</b>	8					
Charitable activities		8,110,672	-	7,266	8,117,938	6,957,463
<b>Total expenditure</b>		<b>8,110,672</b>	<b>-</b>	<b>7,266</b>	<b>8,117,938</b>	<b>6,957,463</b>
<b>Net income / (expenditure)</b>		<b>634,820</b>	<b>-</b>	<b>7,407</b>	<b>642,227</b>	<b>516,303</b>
Transfer between funds	18	13,038	-	(13,038)	-	-
<b>Net movement in funds</b>		<b>647,858</b>	<b>-</b>	<b>(5,631)</b>	<b>642,227</b>	<b>516,303</b>
Fund balances brought forward		5,405,604	7,970	33,431	5,447,005	4,930,702
<b>Fund balances carried forward</b>	18	<b>6,053,462</b>	<b>7,970</b>	<b>27,800</b>	<b>6,089,232</b>	<b>5,447,005</b>

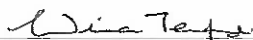
All income and gains for the period are recognised above. All of the company's activities are classified as continuing.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**LEWES OLD GRAMMAR SCHOOL TRUST**  
**(LIMITED BY GUARANTEE)**  
**BALANCE SHEET**  
**AS AT 31 AUGUST 2022**

		2022	2021
	Notes	£	£
<b>Fixed assets</b>			
Intangible assets	11	12,575	12,575
Tangible assets	12	12,620,076	11,071,388
		<u>12,632,651</u>	<u>11,083,963</u>
<b>Current assets</b>			
Stocks		3,291	2,758
Debtors	13	2,196,533	2,155,223
Cash at bank and in hand		2,659,898	2,800,415
		<u>4,859,722</u>	<u>4,958,396</u>
<b>Creditors: amounts falling due within one year</b>	14	<u>(4,078,126)</u>	<u>(3,729,167)</u>
<b>Net current assets</b>		<u>781,596</u>	<u>1,229,229</u>
<b>Total assets less current liabilities</b>		<u>13,414,247</u>	<u>12,313,192</u>
<b>Creditors: amounts falling due after more than one year</b>	15	<u>(7,325,015)</u>	<u>(6,866,187)</u>
<b>Net assets</b>		<u>6,089,232</u>	<u>5,447,005</u>
<b>Represented by:</b>			
<b>Restricted funds</b>	18	27,800	33,431
<b>Unrestricted funds</b>	18		
General funds		6,053,462	5,405,604
Designated funds		7,970	7,970
		<u>6,061,432</u>	<u>5,413,574</u>
		<u>6,089,232</u>	<u>5,447,005</u>

The accounts were approved by the Board on 28 March 2023.



W Telford (Chairman)

Company Registration No. 09561129

# LEWES OLD GRAMMAR SCHOOL TRUST

## (LIMITED BY GUARANTEE)

### CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 AUGUST 2022

	Notes	2022 £	2021 £
<b>Cash flows from operating activities</b>	<b>20</b>	<b>1,471,051</b>	<b>1,978,867</b>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets	12	(2,004,954)	(480,372)
Sale proceeds from fixed assets		800	-
Interest received	7	12,125	1,815
<b>Net cash from investing activities</b>		<b>(1,992,029)</b>	<b>(478,557)</b>
<b>Cash flows from financing activities</b>			
Loan movement		573,857	(185,298)
Interest payable		(193,396)	(194,444)
		<b>380,461</b>	<b>(379,742)</b>
<b>Increase / (decrease) in cash and cash equivalents</b>		<b>(140,517)</b>	<b>1,120,568</b>
<b>Cash and cash equivalents at start of year</b>		<b>2,800,415</b>	<b>1,679,847</b>
<b>Cash and cash equivalents at end of year</b>		<b>2,659,898</b>	<b>2,800,415</b>
All cash is cash at bank and in hand.			

# **LEWES OLD GRAMMAR SCHOOL TRUST**

## **(LIMITED BY GUARANTEE)**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2022**

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#### **1. Statutory information**

Lewes Old Grammar School Trust is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found on the legal and administrative information page. In the event of the charitable company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

#### **2. Accounting policies**

##### **2.1 Basis of preparation**

The financial statements have been prepared in accordance with 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 (FRS102) (effective 1 January 2015) – Charities SORP (FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Lewes Old Grammar School Trust meets the definition of a public benefit entity under FRS102. Assets and Liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about Lewes Old Grammar School Trust's ability to continue as a going concern.

The financial statements are prepared in sterling, which is the functional currency of the school. Monetary amounts in the financial statements are rounded to the nearest £

##### **2.2 Income**

School fee income is accounted for on a receivable basis and consists of charges billed for the school year ended 31 August 2022, less bursaries and allowances. Fees received for education to be provided in future years are carried forward as deferred income.

Pupil deposits and fees in advance scheme contracts are those fees received in advance of education to be provided in future years under a specific contract. The fees are held within the unrestricted reserves of the school until taken to income to match liabilities in the term when used or refunded.

Donations are accounted for as received by the school.

Grant income and investment income is accounted for in the period in which the school is entitled to receipt.

##### **2.3 Expenditure**

Expenditure is accounted for on an accruals basis. Overhead and other costs not directly attributable to a particular functional activity are included within support costs. The irrecoverable element of VAT is included with the item of expenses to which it relates.

# LEWES OLD GRAMMAR SCHOOL TRUST

## (LIMITED BY GUARANTEE)

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2022

#### 2. Accounting policies (continued)

##### 2.3 Expenditure (continued)

Governance costs comprise the costs of running the charity, including strategic Trustees, and all the costs of complying with constitutional and statutory requirements, such as the costs of Board and Committee meetings and of preparing statutory accounts and satisfying public accountability.

##### 2.4 Intangible fixed assets

Intangible assets are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

Amortisation is provided on the following basis:

School crest	-	Not amortised
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##### 2.5 Tangible fixed assets and depreciation

All assets costing more than £500 are looked at on an individual basis and capitalised if appropriate. Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold land and assets under construction are not depreciated

Freehold buildings 2% straight line

Fixtures, fittings & equipment 16.66%/5%/33% straight line

Motor vehicles 25% reducing balance

##### 2.6 Leasing commitments

Rentals paid under operating leases are charged to income as incurred.

##### 2.7 Stock

Stock is valued at the lower of cost and net realisable value.

**LEWES OLD GRAMMAR SCHOOL TRUST**  
**(LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS**  
***FOR THE YEAR ENDED 31 AUGUST 2022***

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**2. Accounting policies (continued)**

**2.8 Pensions**

The charitable company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

**2.9 Accumulated funds**

Unrestricted funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds - these are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds - these are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the school for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Further explanations of the nature and purpose of each fund are included in the notes to the accounts.

**2.10 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments. The Trustees seek to use short and medium term deposits where possible to maximise the return on monies held at the bank and to manage cash flow.

**2.11 Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.12 Creditors and provisions**

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Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

**LEWES OLD GRAMMAR SCHOOL TRUST**  
**(LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

**2. Accounting policies (continued)**

**2.13 Critical accounting estimates and judgements**

In the application of the school's accounting policies, the trustees are required to make judgements, estimates and assumptions about carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based in historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period which the estimate is revised.

The trustees do not consider that there are any critical estimates or areas of judgement that need to be brought to the attention of the readers of the financial statements.

**3. Turnover**

The turnover of the school is wholly attributable to the objects of the school as stated in the Trustees' Report and is earned entirely within the UK.

**4. Net income/(expenditure)**

This is stated after charging:

	2022	2021
	£	£
Depreciation	426,723	393,601
Stock charged as an expense	533	655
Operating lease payments	122,297	86,512
Auditors' remuneration – audit services	13,080	12,300

**5. Income from donations and legacies**

	2022	2021
	£	£
Other donations	14,816	35,012
Government grants	158	30,191
	<b>14,974</b>	<b>65,203</b>

**LEWES OLD GRAMMAR SCHOOL TRUST**  
**(LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

**6. Income from charitable activities**

	2022 £	2021 £
Gross school fees	10,363,157	9,161,352
Bursaries, scholarships and discounts	(2,392,670)	(2,171,591)
Net school fees	7,970,487	6,989,761
School trips and activities income	131,729	9,601
Catering and transport income	630,850	407,386
<b>Net school fees</b>	<b>8,733,066</b>	<b>7,406,748</b>

**7. Investment income**

	2022 £	2021 £
Interest received	12,125	1,815

**8. Total expenditure**

	Staff costs £	Depreciation £	Other Costs £	Total 2022 £	Total 2021 £
<b>Charitable activities</b>					
Teaching costs	4,005,106	-	602,641	4,607,747	4,147,803
Welfare costs	130,880	20,859	792,836	944,575	707,668
Premises costs	249,258	361,627	731,722	1,342,607	1,133,052
Support costs	691,099	44,237	433,487	1,168,823	916,903
<b>Total charitable activities</b>	<b>5,076,343</b>	<b>426,723</b>	<b>2,560,686</b>	<b>8,063,752</b>	<b>6,905,426</b>
Expenditure on governance	30,552	-	23,634	54,186	52,037
<b>Total expenditure</b>	<b>5,106,895</b>	<b>426,723</b>	<b>2,584,320</b>	<b>8,117,938</b>	<b>6,957,463</b>

Support costs include governance costs, of which payments to the auditors of £13,080 (2021: £12,300 paid to previous auditors) for audit fees. No fees were paid to the auditors for non-audit services in 2022 or 2021.

**9. Trustees**

None of the trustees (or any persons connected with them) received any remuneration during the year. There were no reimbursed expenses this year.



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**10. Employees**

**Number of employees**

The average number of employees during the year was as follows:

	<b>2022</b>	<b>2021</b>
	<b>Number</b>	<b>Number</b>
Teachers	<b>108</b>	105
Finance	<b>4</b>	5
Maintenance	<b>12</b>	10
Administration	<b>10</b>	7
Catering	<b>9</b>	8
IT	<b>4</b>	3
	<b>147</b>	138

**Employment costs**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>4,390,578</b>	4,095,844
Social security costs	<b>428,023</b>	371,365
Other pension costs	<b>288,294</b>	258,236
	<b>5,106,895</b>	4,725,445

The above employment costs include settlement amounts to former employees, the terms of which are confidential.

The number of employees whose annual remuneration was £60,000 or more were:

	<b>2022</b>	<b>2021</b>
	<b>Number</b>	<b>Number</b>
£60,000 - £69,999	<b>1</b>	1
£80,000 - £89,999	<b>1</b>	1
£90,000 - £99,999	<b>1</b>	-
£140,000 - £149,999	<b>-</b>	1
£150,000 - £159,999	<b>1</b>	-

Contributions totalling £29,249 (2021: £38,094) were made to pension schemes on behalf of employees whose emoluments exceeded £60,000.

The total employee benefits (including ER's NI and pension) of key management personnel of the school during the year were £611,508 (2021: £495,707). Key management during the year comprised the Senior Leadership Team.

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**11. Intangible fixed assets**

Cost	School Crest £
At 1 September 2021	12,575
At 31 August 2022	<u>12,575</u>
 Net book value	
At 31 August 2022	<u>12,575</u>
At 31 August 2021	<u>12,575</u>

**12. Tangible fixed assets**

Cost	Freehold property	Motor Vehicles	Fixtures, fittings & equipment	Total
	£	£	£	£
At 1 September 2021	11,873,862	124,396	3,192,183	15,190,441
Additions	1,700,865	-	304,089	2,004,954
Disposals	(9,956)	(1,978)	(1,272,140)	(1,284,074)
Transfer	(64,955)	-	64,955	-
At 31 August 2022	<u>13,499,816</u>	<u>122,418</u>	<u>2,289,087</u>	<u>15,911,321</u>
 Depreciation				
At 1 September 2021	1,699,934	86,822	2,332,297	4,119,053
Charge for the year	159,494	9,370	257,859	426,723
Eliminated on disposal	(428)	(1,746)	(1,252,357)	(1,254,531)
Transfer	(7,611)	-	7,611	-
At 31 August 2022	<u>1,851,389</u>	<u>94,446</u>	<u>1,345,410</u>	<u>3,291,245</u>
 Net book value				
At 31 August 2022	<u>11,648,427</u>	<u>27,972</u>	<u>943,677</u>	<u>12,620,076</u>
At 31 August 2021	<u>10,173,928</u>	<u>37,574</u>	<u>859,886</u>	<u>11,071,388</u>

Included in Land and buildings is freehold land at valuation of £4,000,500 (2021: £4,000,500), which is not depreciated. The land, with an original cost of £3,833,334 (2021: £3,833,334) was revalued as at September 2015.

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**13. Debtors**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Trade debtors	<b>2,027,278</b>	1,960,744
Prepayments and accrued income	<b>144,365</b>	43,455
Other debtors	<b>24,890</b>	151,024
	<b>2,196,533</b>	2,155,223

**14. Creditors: amounts falling due within one year**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Bank loans	<b>271,459</b>	198,053
Fees in advance	<b>484,736</b>	523,464
Trade creditors	<b>142,174</b>	136,283
Taxes and social security costs	<b>102,306</b>	94,580
Other creditors	<b>84,595</b>	87,401
Accruals and deferred income	<b>2,992,856</b>	2,689,386
	<b>4,078,126</b>	3,729,167

Deferred income represents fees due for the Autumn term 2022.

Fee deposits may be returned upon giving one term's notice of the parents' intention to remove the child from the school.

The aggregate amount of creditors falling due within one year for which security has been given is £271,459 (2021: £198,053). See note 15 for details of the secured assets.

**15. Creditors: amounts falling due after more than one year**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Bank loans	<b>5,862,113</b>	5,361,662
Fees in advance	<b>1,127,005</b>	1,140,680
Retained deposits	<b>335,897</b>	363,845
	<b>7,325,015</b>	6,866,187

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**15. Creditors: amounts falling due after more than one year (continued)**

Included within the above are amounts falling due as follows:

	2022 £	2021 £
<b>Between one and two years</b>		
Bank loans	<u>271,459</u>	<u>204,322</u>
<b>Between two and five years</b>		
Bank loans	<u>1,200,258</u>	<u>653,310</u>
<b>Over five years</b>		
Bank loans	<u>4,661,855</u>	<u>4,504,030</u>

The aggregate amount of creditors falling due after more than one year for which security has been given amounted to £5,862,113 (2021: £5,361,662). These amounts have been secured by first fixed legal charges in favour of Lloyds Bank plc over the freehold properties of the Trust.

**16. Pension commitments**

The School operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the School in an independently administered fund. The pension cost charge represents contributions payable by the School to the fund and amounted to £288,294 (2021: £258,236). Contributions totalling £50,679 (2021: £44,449) were payable to the fund at the balance sheet date and are included in creditors.

**17. Share capital and control**

The company is limited by guarantee and has no share capital. In the event of a winding up, each of the trustees undertakes to contribute to the assets of the trust such amounts as may be required, not exceeding £1.

No one party has overall control of the charity.

# LEWES OLD GRAMMAR SCHOOL TRUST

## (LIMITED BY GUARANTEE)

### NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2022

#### 18. Summary of fund movement

	Movement in Funds				
	Balance at 1 September 2021	Incoming Resources	Resources Expended	Transfers	Balance at 31 August 2022
	£	£	£	£	£
<b>Unrestricted funds</b>					
<b>Designated funds:</b>					
Morocco fund	7,970	-	-	-	7,970
	7,970				
<b>General reserves</b>	5,405,604	8,745,492	(8,110,672)	13,038	6,053,462
	5,413,574	8,745,492	(8,110,672)	13,038	6,061,432
<b>Restricted funds:</b>					
Richardson fund	7,357	-	-	(7,357)	-
Music & Drama fund	4,841	378	-	-	5,219
Sport fund	3,968	736	-	-	4,704
Design & Technology fund	4,576	999	-	-	5,575
PTA fund	1,387	11,310	(7,016)	(5,681)	-
Fairview fund	9,246	-	-	-	9,246
Dowley fund	556	-	-	-	556
Cameron Moore fund	1,500	-	-	-	1,500
Green United	-	250	(250)	-	-
UK Germany Connection	-	1,000	-	-	1,000
	33,431	14,673	(7,266)	(13,038)	27,800
<b>Total funds</b>	<b>5,447,005</b>	<b>8,760,165</b>	<b>(8,117,938)</b>	<b>-</b>	<b>6,089,232</b>

The school raises charitable funds and donates them to Education for All, a registered Moroccan NGO, which supports girls from rural communities of the High Atlas Mountains giving them the opportunity to continue their education beyond primary school.

The Richardson fund relates to a donation received to be used towards supporting the tuition fees for a pupil. A transfer was made during the year to unrestricted reserves relating to fees in advance.

The Music and Drama fund relates to donations received which, along with any gift aid claimed, will be used to advance the Drama and Music activities and curriculum in the school.

The Sport fund relates to donations received which, along with any gift aid claimed, will be used to advance the Sport activities and curriculum in the school.

The Design & Technology fund relates to donations received which, along with any gift aid claimed, will be used to advance the Design & Technology activities and curriculum in the school.

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**18. Summary of fund movement (continued)**

The PTA fund relates to funds received to reimburse the Trust for specific agreed expenditure. Transfers to restricted funds in the year relates to capital expenditure.

The Fairview fund can be used for any educational or fabric related purpose within the school following agreement by the donor.

The Dowley fund relates to a donation received to be used towards supporting the tuition fees for a pupil.

The Cameron-Moore fund relates to the gift aid claimed for payments made towards a pupil's tuition from an unrelated third party. The fund is to be used for extracurricular activities, school trips and the purchase of educational support equipment and materials.

The Green united fund a grant of £1,000 was received to be used towards fostering exchanges between our students and German ones.

The UK German Connection fund Green United is an organisation set up by University of Sussex, who provided a grant of £250 for use to connect all the schools in Brighton and Lewes with experts to support environment action.

**19. Analysis of net assets between funds**

	Unrestricted funds	Restricted funds	Total
	£	£	£
<b>Fund balances at 31 August 2022 are represented by:</b>			
Tangible fixed assets	12,620,076	-	12,620,076
Intangible fixed assets	12,575	-	12,575
Current assets	4,831,922	27,800	4,859,722
Creditors: amounts falling due within one year	(4,078,126)	-	(4,078,126)
Creditors: amounts falling due in more than one year	(7,325,015)	-	(7,325,015)
	<u>6,061,432</u>	<u>27,800</u>	<u>6,089,232</u>
	Unrestricted funds	Restricted funds	Total
	£	£	£
<b>Comparative Fund balances at 31 August 2021 are represented by:</b>			
Tangible fixed assets	11,071,388	-	11,071,388
Intangible fixed assets	12,575	-	12,575
Current assets	4,924,965	33,431	4,958,396
Creditors: amounts falling due within one year	(3,729,167)	-	(3,729,167)
Creditors: amounts falling due in more than one year	(6,866,187)	-	(6,866,187)
	<u>5,413,574</u>	<u>33,431</u>	<u>5,447,005</u>

# LEWES OLD GRAMMAR SCHOOL TRUST

## (LIMITED BY GUARANTEE)

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2022

#### 20. Net cash inflow/(outflow) from operating activities

	2022 £	2021 £
Reconciliation to changes in resources		
Net income	642,227	516,303
Interest received	(12,125)	(1,815)
Interest paid	193,396	194,444
Depreciation of tangible fixed assets	426,723	393,601
loss on disposal of fixed assets	28,744	7,780
(Increase)/decrease in stocks	(533)	(655)
(Increase)/decrease in debtors	(41,312)	77,270
Increase/(decrease) in creditors	233,931	791,939
	<b>1,471,051</b>	<b>1,978,867</b>

#### 21. Analysis of changes in net debt

	At 1 September 2021 £	Cash flows £	At 31 August 2022 £
Cash at bank and in hand	2,800,415	(140,517)	2,659,898
Debt due within 1 year	(198,053)	(73,406)	(271,459)
Debt due after 1 year	(5,361,662)	(500,451)	(5,862,113)
	<b>(2,759,300)</b>	<b>(714,374)</b>	<b>(3,473,674)</b>

#### 22. Commitments under operating leases

At 31 August 2022 the company had total commitments under non-cancellable operating leases as follows:

	Land & Buildings		Other	
	2022	2021	2022	2021
			£	£
Expiry date:				
Within one year	34,000	-	123,190	83,992
Between two and five years	53,841	-	169,134	200,429

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**23. Related party transactions**

During the year the Trust paid J E and T E Laker, J E Laker being the father of T E Laker (Bursar and Clerk to the Trustees), a total of £4,013 (2021 - £4,284) for rental space to store school property. This is paid via managing agent, Courtney Commercial Ltd. At the balance sheet date a £117 credit was on the account as against £7 being outstanding in 2021 and is included in creditors. T E Laker is a majority owner of the rental space.

During the year the school engaged Whyte Photography, operated by P Whyte, the husband of C Whyte (Head of the Junior School), for photographic services totalling £5,642 (2021 - £1,720). At the balance sheet date £nil (2021 - £nil) was outstanding and included in creditors.

During the year the school T Whyte, the son of C Whyte (Head of the Junior School), was employed by the school for marketing services and received a total remuneration over the period of £1,571 (2021 - £2,574)

During the year the school engaged M D J Light Bros Ltd for services totalling £2,782 (2021 - £1,764), a company of which J M Light (a Trustee) was a director. At the balance sheet date £142 (2021 - £105) was outstanding and is included in creditors.

S Blewitt, the wife of R I Blewitt (the Headmaster), is employed by the school and received a total remuneration over the period of £27,302 (2021: £26,418).

**24. Comparative Statement of Financial Activities – 31 August 2021**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £
<b>Incoming from:</b>				
Donations and legacies	37,155	-	34,048	65,203
Charitable activities	7,406,748	-	7,406,748	7,406,748
Investments	1,815	-	1,815	1,815
<b>Total income</b>	<b>7,439,718</b>	<b>-</b>	<b>7,473,766</b>	<b>7,473,766</b>
<b>Expenditure on:</b>				
Charitable activities	6,946,474	-	10,989	6,957,463
<b>Total expenditure</b>	<b>6,946,474</b>	<b>-</b>	<b>10,989</b>	<b>6,957,463</b>
<b>Net income / (expenditure)</b>	<b>493,244</b>	<b>-</b>	<b>23,059</b>	<b>516,303</b>
Transfer between funds	32,974	-	(32,974)	-
<b>Net movement in funds</b>	<b>526,218</b>	<b>-</b>	<b>(9,915)</b>	<b>516,303</b>
Fund balances brought forward	4,879,386	7,970	43,346	4,930,702
<b>Fund balances carried forward</b>	<b>5,405,604</b>	<b>7,970</b>	<b>33,431</b>	<b>5,447,005</b>



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