

Sevington Victorian School
Trustees' Annual Report
for the period 1st September 2023 to 31st August 2024

Charity Name: Sevington Victorian School

Charity Registration Number: 1178337

Objectives and Activities

The purposes of the charity are twofold: to provide an authentic experience of Victorian school life for children and adults and to conserve the heritage of the Sevington School buildings and gardens for present and future generations to experience and enjoy.

The first of these aims is delivered through a programme of visits for primary school and adult groups, as well as open events for the general public. The second is managed by the trustees who plan and supervise a programme of repair and maintenance.

Visits, both by children and adults, are conducted on a non-profit-making basis and the trustees understand and have regard to the Charity Commission's guidance on public benefit.

Achievements and Performance

School bookings

In the Autumn term 2023 there were 23 visiting schools, booking a total of 31 school days. In the Spring term 2024 22 schools visited, booking a total of 34 school days. In the Summer term 2024 there were 16 schools, booking a total of 24 school days.

The overall total of school days booked (89) shows an impressive increase of 43.5% on the number of bookings in the previous school year (62). The number of individual schools making bookings (61) also increased very pleasingly by 32.6% on the previous year (46). As there were only two schools new to Sevington, this year evidences the return of many schools which have traditionally made an annual booking. Work will continue in promoting Sevington more widely amongst schools which have not yet visited.

79 of the 89 school days booked this year were by state schools and 10 by independent schools. Of the 89 days booked, 61 were Key Stage 2 classes and 28 Key Stage 1 classes, showing a slight rise in the ratio of KS2 to KS1 on the previous year.

It seems that schools have gone to some lengths this year to meet the rising costs of coach transport, though this is undoubtedly still an issue. The construction of the solar farm at

Leigh Delamere, anticipated to cause some disruption to school bookings, was again delayed and is now scheduled for 2025, although exact dates have not yet been set.

After keeping the daily booking fee unchanged for many years, the trustees decided in April to increase it from £250 to £300 with effect from September 2024 in order to keep pace with rising costs. They will monitor closely any effect this might have on numbers of bookings.

The trustees would like to thank Sue Dann, Bookings Secretary, for her efficiency and for the excellent relationships she has built with visiting schools.

The Teaching Team and School Visits: Report by Nikki Wright

This will be my final report as Teaching Team Leader, as Jennifer Adams is taking on the role for 2024-2025. The teaching team welcomes trustee Jenny Jones, a qualified classroom teacher, as one of our Miss Hannah Squires during the new academic year.

We have had another successful year in the schoolroom. Reading Miss Squire's diary which is written up after every school visit, the professionalism of the teaching team shines through.

This professionalism starts with the bookings process and our very experienced Bookings Secretary, Sue Dann. Many evaluations note this: "The information which is emailed to the school is detailed and helps us to prepare for the visit." and "The booking pack is very clear and informative - nothing can really be missed!" Despite this we have frequently encountered the visiting teacher who has not read their briefing notes and turns up without a register, without copybooks, whose adult helpers are dressed inappropriately (hoodies and leggings) and whose children are all carrying plastic bottles of water. All are accommodated and sorted, as noted by one of these teachers in her evaluation: "kind allowances were made for our lack of preparation".

As a team we have had to deal with a variety of other issues which arise during school visits. A recurring theme has been problems with transport, usually coaches. Coach drivers rarely plan how to get to us and consequently many schools arrive late. As schools are only with us for four hours on average, any loss of time requires the two Miss Squires to adapt the day to incorporate this.

The weather of course can have an impact on the day and rain and cold have been recurring themes during this academic year. Poor weather means adjustments to all of our outside activities, such as eating lunch in the schoolroom, providing children with jackets and shawls and indoor rather than outside recreation.

The professionalism extends to making sure that the many special needs that the children bring with them do not affect their enjoyment and potential to learn during the day. This is often noted by teachers in their evaluations, such as, "(our) SEN children all played along and were engaged and happy without having to change the offer for them." "Miss Squire and her sister were aware of any (special) needs and were sensitive to these."

We look forward to more happy visits during 2024-25.

The trustees would like to thank Nikki Wright, Teaching Team Leader, for the above report and for her outstanding work in this role over the last seven years. We also thank all members of the teaching team for their dedicated and inspiring work.

Adult visits

There were no adult group visits this year, although a few enquiries were received. With the support of Dinah Starkey, retired trustee and organiser of the adult group visits, we now plan to undertake a promotional drive aimed at local groups and societies.

A special celebration

Spring 2024 marked 175 years since the school first opened its doors to pupils on Sunday 15th April 1849. Trustees decided therefore to celebrate this with an event on Sunday 14th April, to which all those with a connection to the school - Friends, supporters, funders and all our neighbours in Sevington and Leigh Delamere - would be invited.

Organisation of the event began in Autumn 2023 and continued through the winter, several attractions were booked and activities organised. Research was done on the architect and his initial designs for the school, to be presented in the form of a display, and the booklet on the history of the school was updated and reprinted. However, in early April the extended period of very heavy rain meant that we could not hold the event in our gardens, as planned, and were forced to postpone it to Sunday 9th June. Disappointingly, the change of date meant that only 65 of the original 94 guests were able to attend, nevertheless the event went very well and was enjoyed by all who were there.

Open Days

Following the 175-year celebration, the school was opened to the public on two further Sunday afternoons, one in August and one as part of Heritage Open Days in September. The events were well publicised and more than 120 visitors attended. The schoolroom lesson and afternoon teas were as popular as ever and comments in the Visitors' Book were very complimentary.

In addition, in July the school also hosted, as it does annually, around 120 visitors as part of an event organised by a local farmer to give foster families and carers a fun day in the countryside.

The trustees are very grateful to all the volunteers who helped make our celebrations and open events so successful this year. They would also like to thank the neighbours who kindly offered parking facilities for our open events.

Maintenance of buildings and garden

Thankfully, only minor repairs to the buildings have been necessary this year. A leak in the upstairs costume room was repaired, the water heater in the kitchen was replaced and the problem of taps causing flooding round the top of the basins in the toilets was addressed.

The replica key for the schoolroom was completed, providing us with a valuable spare for emergencies.

Our gardens continue to look attractive at all times of the year, thanks to the skills and dedication of our gardener. This year we have made a feature of the garden for open events and information about the different Victorian plants has attracted a lot of interest. We were not successful in our bid for funding for more garden furniture and are looking at other ways of acquiring this.

Following a conversation with our neighbour about exactly where our boundaries are, we discovered that a door blocked by nettles, which we thought belonged to our neighbour's shed, in fact opens into a small shed on our land, which we will now clear and use for storage.

Heating project

Work on our project to improve the cost-effectiveness and appearance of the school's heating continued this year. A member company of the Chartered Institute of Building Services Engineers made an initial visit free of charge, but even the cost of a full survey for a building of this kind was felt to be prohibitively expensive. It was decided instead to maintain the heating systems we have, replacing the radiant heaters in the schoolroom and updating the storage heaters in the school house.

Financial Review

Treasurer's Report for the Financial Year 2023/2024

Income and Expenditure Statement

This year we invested in a new accounting package Xero to simplify the accounts system and future proof it so that it can be handed on to whoever takes over in the future.

I have met with the accountant each month to make sure we are maximising use of the system. This was at no cost to Sevington.

Income

In this school year we hosted 89 school days which is an increase since 22/23.

After a discussion with the teachers, it was decided the shop would close but there have been several successful events held during the year which again have contributed to the overall income.

We have also received several donations which include one from Park Farm.

Expenditure

Increase in expenditure includes building maintenance work which has been carried out. The cost of garden maintenance and lawn and cleaning continues to be a sizable proportion of our expenditure, as well as the cost of energy.

Balance sheet

At the end of the financial year the charity had a cash balance of £36,409.23 which includes a ring-fenced amount of £10,000 for Building Repair and Maintenance.

Karen McCormack, Treasurer

Structure, Governance and Management

The Sevington Victorian School charity is an association Charitable Incorporated Organisation (CIO). During 2023-24 it had a membership of 38 Friends who support the charity and have voting rights. The charity has a constitution as its governing document.

The charity was managed in 2023-24 by 7 trustees. In August 2024 David Witt retired for health reasons and the trustees would like to express their appreciation for his considerable contribution during many years of involvement with the school.

The trustees operate as a close-knit group, with individual trustees having different areas of responsibility. A Treasurer and a Secretary have been appointed from among the trustees. New trustees are generally selected by personal recommendation and are often people who already have some association with the charity; their appointment is approved by the members.

Reference and Administrative details

Charity name: Sevington Victorian School

Registered charity number: 1178337

Charity's address:

Sevington Victorian School

Sevington

Chippenham

Wiltshire

SN14 7LD

Names of the Charity's trustees:

Tim Cradock

Jenny Jones

Karen McCormack (Treasurer)

Isobel Moore (Secretary)

Lesley Palmer

Sylvia Townsend

David Witt (now retired)

Declaration:

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

Signature *J. Moore*

Full name Isobel Moore

Position Secretary

Date 07.11.2024

Report to the members of:

Sevington Victorian School

On accounts for the year ended:

31 August 2024

**Respective responsibilities of
trustees and examiner**

The Treasurer as appointed by Sevington Victorian School is responsible for the preparation of the accounts. The Charity consider that full in depth audit is not required for this year and that a thorough independent examination is needed.

It is my responsibility to:

- examine the accounts.
- confirm that the figures present a true and fair view of the position.
- to state whether particular matters have come to my attention.

**Basis of independent examiner's
statement**

My examination was carried out in accordance with general Directions given by the Sevington Victorian School and Accountancy bodies. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Treasurer concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.



**Independent examiner's
statement**

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with regular Accounting procedures.
 - to prepare accounts which accord with the accounting records and comply with the necessary accounting requirements of the Sevington Victorian School.have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.
3. which would give rise to any concern in relation the full disclosure of all financial matters in relation to the Sevington Victorian School.

Signed:

Katy Gooding

Date:

07/11/2024

Name:

Katy Gooding

**Relevant professional
qualification(s) or body:**

ICAEW

Address:

Gooding Accounts Ltd

24 Warminster Road, Westbury

Wiltshire BA13 3PE



CHARITY COMMISSION
FOR ENGLAND AND WALES

Sevington Victorian School

1178337

Receipts and payments accounts

CC16a

For the period
from

01/09/2023


To

31/08/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
Receipts					
Subscriptions	445	-	-	445	645
Donations	511	-	-	511	415
School Shop	773	-	-	773	2,670
School Visits	20,110	-	-	20,110	10,710
Group Visits	-	-	-	-	570
Fundraising Events	286	-	-	286	595
Gift Aid Refunds	-	-	-	-	262
Charity Donations	2,500	-	-	2,500	5
Misc	-	-	-	-	23
AR)	24,625	-	-	24,625	15,895
Total receipts	24,625	-	-	24,625	15,895
Payments					
Office Equipment	174	-	-	174	147
Office Expenses	159	-	-	159	551
Website	654	-	-	654	320
Admin Expenses	-	-	-	-	64
Housekeeping	1,235	-	-	1,235	1,422
Heat & Lighting	783	-	-	783	1,910
Repairs & Renewals	718	-	-	718	283
Rates & Insurance	3,640	-	-	3,640	3,505
Garden Maintenance	1,577	-	-	1,577	1,349
Building Works	-	-	-	-	1,584
School Shop	-	-	-	-	185
Booking Secretary	1,400	-	-	1,400	1,350
Teaching Team	15,400	-	-	15,400	10,710
Teaching Resources	1,218	-	-	1,218	466
Publications	264	-	-	264	-
Misc	-	-	-	-	90
Staff Training	240	-	-	240	-
Telephone & Internet	573	-	-	573	-
Sub total	28,035	-	-	28,035	23,936
Total payments	28,035	-	-	28,035	23,936
Net of receipts/(payments)	- 3,410	-	-	- 3,410	- 8,041
Transfers between funds	-	-	-	-	-
Cash funds last year end	39,819	-	-	39,819	47,860
Cash funds this year end	36,409	-	-	36,409	39,819

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Cash funds	General Fund	26,409	-	-
	Building Repair and Maintenance Fund	10,000	-	-
	Total cash funds	36,409	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Building	Unrestricted	50,000	-
			-	-
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Karen McConrad	7/11/24