



# Sevenoaks Partnership of Primary Schools

Charity Number 1185497

Chair's Annual Report

September 2019 – September 2020

Despite the restrictions and disruption of school closures and a national lockdown, it has been a successful year for the partnership.

The partnership continues to grow with thirty schools now registered as members.

## **Partnership Training**

The planned core offer of training was delivered, face to face up to March 2020 and then remotely. Helen Jones adapted quickly to be able to deliver online training to all our groups. Training offered has included NPQSL, Early Career Programme, NQT Programme, Deepening Leadership Programme, Teaching Assistant Programme, Headteachers' Strategic Leadership and Coaching Pairs, Support Staff Behaviour Management and Learning Behaviour, Safer Handling and Phonics. Feedback has been very positive regarding face-to-face and online training.

Two successes and positive developments this year has been the relationship with West Heath and Fegans. Both organisations have been able to offer all schools opportunities that would not be available (or at a far greater cost) if we were operating as individual schools. This area has been an excellent example of the benefits gained by being a member of the partnership.

## **Curriculum Workshop**

On 14<sup>th</sup> November 2019 a curriculum leaders' workshop was held to share good practice and develop partnership knowledge and skills progression documents. Documents were completed and shared for all partnership schools to utilise if needed.

## **Conference**

Our annual conference was held on Friday 18<sup>th</sup> October 2019 at Sevenoaks School. The conference was well attended by school leaders, teachers and teaching assistants. Guest speakers were Sir Robin Bosher, David Perridge and Helen Jones.

## **Forums**

The Forums are an important part of the collaborative work of the Partnership. These are led by teachers and leaders and give opportunities for sharing good practice and organising CPD. The Deputy Headteachers, Early Years and SEND forums have met regularly and undertaking shared CPD events during the year. Other forums have met less frequently.

## **Learning Hubs**

All learning hubs continued to function and meet this year. A wide range of activities/sharing good practice has been completed by each hub. The learning hubs continue to be an excellent source of support for all headteachers and other leaders. The sharing of good practice across hubs is an important element to help raise standards in all schools.

## **Procurement**

The Bursars' Group, ably led by Rachel Harland has been working on a range of cost saving initiatives during the year leading to potentially significant savings for schools ranging from reduced rates for supply teachers, discounts from KCS to complex ICT contract savings. The Bursars' Groups works effectively together and demonstrates the benefits of collaborative working across different aspects of school leadership in our schools.

## **Website**

20219-2020 saw the development of the Partnership website which has helped to improve access to information and booking of meetings and events. We are grateful to Dan Eaton for spearheading this development.

## **Sevenoaks School**

Our relationship with Sevenoaks School is a strength of the Partnership and benefits the Partnership as a whole and the schools individually. Until the lockdown we continued to use Sevenoaks School for meetings, training events and our conference. Individual schools and hub groups have benefitted from using specialist equipment on-site; the climbing wall, for example, the outreach boxes and the VSU work. We are very grateful to Sevenoaks School, and especially Tereasa Homewood and Clare Strange for their support.

## **West Heath**

All subjects offered for training were able to take place at least once before school closures. Training included Children and Young Peoples' Mental Health First Aid, Adult Mental Health and First Aid, ASD, ADHD, Introduction to SEMH, Anxiety Disorders and Complex Trauma. EP referrals for three schools took place and in-depth support for Shoreham Primary School and Sevenoaks Primary School completed.

## **Fegans**

A combination of funding from the partnership and Fegans securing a grant from Children in Need enabled a block of weekly counselling sessions to be offered to all schools. Unfortunately, Term 5 was lost due to lockdown. Fegans adapted to offer remote support and sessions were offered in Term 6. Feedback from schools that received counselling support was positive.

## **Trustee Structure**

At our meeting on Thursday 2<sup>nd</sup> July 2020, it was agreed to adopt Model 4 of our proposed trustee structure. This will enable rotation on the board and ensure all learning hubs are represented fairly over time. Chairs will all have had two years' experience on the board before taking on the position of Chair. Only one person leaves the board each year. Each hub are guaranteed someone will be Chair once every five years in a rotation. There is a good level of experience if the outgoing Chair stays on as support for a further year.

I will be stepping down as Chair this year but remaining on the board for one more year to support the new Chair. I would like to thank everyone for their support during my time as Chair. In particular, thank you to Helen Jones for her tireless work in supporting the partnership to continue to grow and develop. Dan Eaton will be stepping down after serving as a trustee for 3 years. I would like to thank him for his contribution to the further development of the Partnership during this period of time.

It has been immensely satisfying to oversee the creation of our CIO and the beginnings of the collaborative working on a larger and more formal scale. I feel positive this will continue and look forward to the new initiatives that will follow.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Sevenoaks Partnership of Primary Schools

1185497

## Receipts and payments accounts

CC16a

For the period  
from

25/09/2019

To

31/08/2020

### Section A Receipts and payments

|   | Unrestricted<br>funds<br>to the nearest<br>£ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|---|--|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |   |  |                                 |                               |
| Subscription Income                                   | 39,772                                       | -                                       | -                                      | 39,772                          | -                             |
| Training Income                                       | 3,165  | -                                       | -                                      | 3,165                           | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>42,937</b>                                | <b>-</b>                                | <b>-</b>                               | <b>42,937</b>                   | <b>-</b>                      |
| <b>A2 Asset and Investment sales, (see table).</b>    |  |   |  |                                 |                               |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>42,937</b>                                | <b>-</b>                                | <b>-</b>                               | <b>42,937</b>                   | <b>-</b>                      |
| <b>A3 Payments</b>                                    |  |   |  |                                 |                               |
| Consultancy   | 20,150                                       | -                                       | -                                      | 20,150                          | -                             |
| Cost of Administration and Finance                    | 1,694  | -                                       | -                                      | 1,694                           | -                             |
| Provision of pupil wellbeing/counselling services     | 19,056                                       | -                                       | -                                      | 19,056                          | -                             |
| Training external consultants/venues                  | 3,974  | -                                       | -                                      | 3,974                           | -                             |
| Cost of other training/events                         | 2,302  | -                                       | -                                      | 2,302                           | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>47,175</b>                                | <b>-</b>                                | <b>-</b>                               | <b>47,175</b>                   | <b>-</b>                      |
| <b>A4 Asset and Investment purchases, (see table)</b> |  |   |  |                                 |                               |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>47,175</b>                                | <b>-</b>                                | <b>-</b>                               | <b>47,175</b>                   | <b>-</b>                      |
| <b>Net of receipts/(payments)</b>                     | <b>- 4,238</b>                               | <b>-</b>                                | <b>-</b>                               | <b>- 4,238</b>                  | <b>-</b>                      |
| <b>A5 Transfers between funds</b>                     | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>57,661</b>                                | <b>-</b>                                | <b>-</b>                               | <b>57,661</b>                   | <b>-</b>                      |
| <b>Cash funds this year end</b>                       | <b>53,423</b>                                | <b>-</b>                                | <b>-</b>                               | <b>53,423</b>                   | <b>-</b>                      |

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

| Categories  | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>  | Amount to c/f to 2020/2021                             | 53,423                             | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   | <b>Total cash funds</b>                                | 53,423                             | -                                | -                               |
|   | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |
|   |  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
| <b>B2 Other monetary assets</b>                             | Details  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
| <b>B3 Investment assets</b>                                 | Details  | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
| <b>B4 Assets retained for the charity's own use</b>         | Details  | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
| <b>B5 Liabilities</b>                                       | Details  | Fund to which liability relates    | Amount due (optional)            | When due (optional)             |
|   |  |                                    | -                                |                                 |
|   |  |                                    | -                                |                                 |
|   |  |                                    | -                                |                                 |
|   |  |                                    | -                                |                                 |
| Signed by one or two trustees on behalf of all the trustees | Signature  | Print Name                         | Date of approval                 |                                 |
|   |  |                                    |                                  |                                 |

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

## Categories

### Details

#### B1 Cash funds

Amount to c/f to 2020/2021

Unrestricted funds to nearest £

Restricted funds to nearest £

Endowment funds to nearest £

|  |        |   |   |
|--|--------|---|---|
|  | 53,423 | - | - |
|  | -      | - | - |
|  | -      | - | - |
|  | -      | - | - |

|  |        |
|--|--------|
|  | 53,423 |
|  | -      |
|  | -      |
|  | -      |

|  |   |
|--|---|
|  | - |
|  | - |
|  | - |
|  | - |

|  |   |
|--|---|
|  | - |
|  | - |
|  | - |
|  | - |

**Total cash funds**  
(agrees balances with receipts and payments account(s))

OK

OK

OK

#### B2 Other monetary assets

### Details

Unrestricted funds to nearest £

Restricted funds to nearest £

Endowment funds to nearest £

|  |   |   |   |
|--|---|---|---|
|  | - | - | - |
|  | - | - | - |
|  | - | - | - |
|  | - | - | - |
|  | - | - | - |

|  |   |
|--|---|
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |

|  |   |
|--|---|
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |

|  |   |
|--|---|
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |

#### B3 Investment assets

### Details

Fund to which asset belongs

Cost (optional)

Current value (optional)

|  |   |   |
|--|---|---|
|  | - | - |
|  | - | - |
|  | - | - |
|  | - | - |
|  | - | - |

|  |   |
|--|---|
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |

|  |   |
|--|---|
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |

|  |   |
|--|---|
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |

#### B4 Assets retained for the charity's own use

### Details

Fund to which asset belongs

Cost (optional)

Current value (optional)

|  |   |   |
|--|---|---|
|  | - | - |
|  | - | - |
|  | - | - |
|  | - | - |
|  | - | - |
|  | - | - |
|  | - | - |
|  | - | - |
|  | - | - |
|  | - | - |

|  |   |
|--|---|
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |

|  |   |
|--|---|
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |

|  |   |
|--|---|
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |
|  | - |

### Details

**Signature**

Date of

|  | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|--|---------|---------------------------------|-----------------------|---------------------|
|  |         |                                 | -                     | -                   |
|  |         |                                 | -                     | -                   |
|  |         |                                 | -                     | -                   |
|  |         |                                 | -                     | -                   |
|  |         |                                 | -                     | -                   |
|  |         |                                 | -                     | -                   |
|  |         |                                 | -                     | -                   |
|  |         |                                 | -                     | -                   |

| Signature | Print Name         | Date of approval |
|-----------|--------------------|------------------|
|           | ELIZABETH MITCHELL | 21-6-21          |
|           | TRACY BOANAS       | 24-6-21          |



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

Sussex Partnership of Primary Schools

On accounts for the year  
ended

31/08/2020

Charity no  
(if any)

118 5497

Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2020**

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

18/6/2021

Name:

Sarah Walker

Relevant professional  
qualification(s) or body  
(if any):

CSBM

Address:

22 Hunters Chase  
South Godstone  
SURREY



**Section B****Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

It would seem good practice to note on corresponding invoices that it has been agreed by the board for a trustee to facilitate a training session.