

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

England & Wales · Charity number 269003

Details

Status Registered

Legal form Charitable company

Company number [01162325](#)

Registered 1975-07-08

Register [View on the Charity Commission register](#)

Contact

Address Notre Dame Preparatory School
147 Dereham Road
Norwich
NR2 3TA

Phone 01603625593

Email bursar@notredameprepschool.co.uk

Website www.notredameprepschool.co.uk

Activities

Objects: TO PROMOTE AND PROVIDE FOR THE ADVANCEMENT OF EDUCATION AND RELIGION AND IN CONNECTION THERE-WITH TO CONDUCT CARRY ON ACQUIRE AND DEVELOP IN THE UNITED KINGDOM OR ELSEWHERE ANY BOARDING OR DAY SCHOOL OR SCHOOLS FOR THE EDUCATION AND RELIGIOUS UPBRINGING OF CHILDREN AND YOUNG PERSONS OF EITHER SEX OR BOTH SEXES.

Activities: The objects of the school, a Catholic institution open to children of all faiths, is the advancement of education.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** UNITED KINDOM AND ELSEWHERE
- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£1,156,086	£1,459,908	£338,511	34
2024-08-31	£1,374,940	£1,458,063	£642,333	38
2023-08-31	£1,267,047	£1,383,218	£725,456	40
2022-08-31	£1,207,077	£1,313,235	£841,627	39
2021-08-31	£1,177,618	£1,290,577	£947,782	40
2020-08-31	£1,228,454	£1,327,930	£1,060,743	42

Trustees

Name	Role	Appointed
Anthony Peter Seymour		2026-01-21
Gillian Holland		2016-02-02
Joanne Fernandez Graham		2023-06-14
Jonathan Paul Walker		2022-10-12
Kevin Charles Long		2021-01-18
SWEE HONG CHIA		

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

England & Wales - Charity number 269003

Accounts

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

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NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 AUGUST 2024**

Governors	K Long, Chairman Father A Eburne, Vice Chairman S Chia G Holland A Spray (resigned 20 March 2024) J Walker H Worsley J Graham
Company registered number	01162325
Charity registered number	269003
Registered office	147 Dereham Road Norwich Norfolk NR2 3TA
Headmaster	Rob Thornton
Bursar	G Diffey (Appointed 14/02/2024) A Warne (Resigned 14/02/2024)
Independent auditors	MA Partners Audit LLP Chartered Accountants & Statutory Auditors 7 The Close Norwich Norfolk NR1 4DJ
Bankers	HSBC Bank plc 18 London Street Norwich NR2 1LG

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2024

The Committee is pleased to submit its annual report and financial statements for the year ended 31 August 2024.

Committee of Management

The directors of the charitable company ("the school") are the Members of the Committee of Management and its trustees for the purpose of company and charity law.

Members

All members of the Committee of Management are members of the charitable company. The charitable company has no share capital and the liability of Members is limited by the guarantee to contribute a maximum of £1 to the assets of the company in the event of its winding up. At 31 August 2024, the charitable company had 8 such Members (2023: 8).

In the event of the charitable company being wound up with surplus funds, no Members shall be entitled to participate in the distribution of the surplus. The funds remaining after the settlement of all liabilities will be transferred to organisations pursuing similar charitable objectives.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Notre Dame Preparatory School is a company limited by guarantee and registered under the Companies Act 2006, registration number 01162325. It is a registered charity, charity number 269003. The governing instrument for Notre Dame Preparatory School is its Memorandum and Articles of Association.

The governing body of the company is the Committee of Management and they act as trustees for the charity. The Committee is responsible for controlling the management and administration of the company.

Risk management

The trustees have identified the major risks to which they believe the school is exposed. Risks include but are not limited to: Financial risk, safeguarding children, accidental injury, school trips, risk of vandalism, fire, intruders, and trespassers. The school has robust policies, risk assessments, and procedures in place to minimise risks within the school. See examples of risk management for the key areas below:

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**REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2024**

Key Risk area	Safeguards in place
Safeguarding Children	• Regular staff training • Compliance with the ISI 2023 Framework and KCSIE 2023 • Safeguarding audits both internal and external • Agenda point at every senior management meeting • Two members of staff with up to date DSL training • Safer recruitment training • Regular monitoring of the Single Central Register • First aid policy • Medical emergency planning • 30+ staff trained in first aid • Robust procedures in place for the administration of medication – policy reviewed and improved in academic Year 23/24 • Robust procedures in place for children with allergies and specific dietary needs • Missing child policy • Deputy Head (Pastoral) co-ordinates pupil welfare support and initiatives.
Financial	• Appropriate scrutiny and authorisation of transactions • Regular financial reporting and projections to the governing body and the SMT • Accountant's audit control • SAGE software support • Financial risk assessment in place
Fire	• Fire policy in place • Fire risk assessment in place that is reviewed regularly • Regular monitoring of fire alarm systems and equipment • Regular fire drills • Regular servicing and testing of electrical and gas systems • Daily site walks • Compliance with the ISI regulatory requirements
Health & Safety General	• Robust Health & Safety policy in place • Risk assessments completed for each area of risk. Departmental review takes place when anything changes or annually for no other reason. • Governor led Health & Safety Committee • Regular monitoring of key areas such as Fire, First Aid, COSHH, Legionella, Asbestos and Food Safety
Intruders	• Main entry gates and doors controlled by magnetic locks and a buzzer and intercom system • Site gates locked immediately after pick up and drop off • The alarm system installed is monitored externally • Risk assessment in place
School Trips	• Visits & Trips Policy in place • Individual risk assessments completed for each trip by the event lead • Missing child policy and protocols

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**REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2024**

HR & Staff Welfare	• SAGE HR support • Staff training – 3 year development plan in place • Member of ISBA and ISA • Staff induction procedures • Regular updates to staff and inset training • SMT have an open-door policy • Deputy Head (Pastoral) – co-ordinates staff welfare support • Staff mental health initiatives • Staff handbook • Staff code of conduct and behaviour policy
Other General Points of Note	• Regular governor, SMT and staff meetings are held in order to head off problems before they become an issue • Risk register is in place which is updated at regular intervals. • The school is a member of The Independent Schools Association (ISA), The Independent Schools Bursars' Association (ISBA) and The Association of Governing Bodies of Independent Schools (AGBIS). These organisations offer a wealth of support to the school from, general guidance over the telephone to providing template documents for key policies and information relating to best practice. • The governing body is made of members from varying backgrounds and skill sets. This breadth of experience and knowledge feeds into the school and helps to identify areas for improvement and ensure that the school is moving forward safely and effectively.

In addition, from time to time, the school will instigate an independent audit of an area of the school compliance i.e. Health & Safety and Safeguarding. Such audits ensure that the schools' procedures are independently scrutinised and help keep the exposure to potential risk low.

Appointment of trustees

All Members are circulated with a notice prior to the AGM which notifies them of the committee members who retire by rotation and if eligible, offer themselves for re-election.

Trustee induction and training

All future trustees will receive briefing as to their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision-making processes, and recent financial performance of the charitable company.

Arrangements for setting pay and remuneration of key management personnel

The Senior Leadership Team remuneration is set according to industry standards pertaining to school size and numbers of children on roll. The headmaster is responsible for setting the deputy heads' and bursar's pay, and the governing body is responsible for setting the headmaster's pay in accordance with DFE guidelines.

Organisation

The Committee meets regularly and a manager is appointed by the trustees to manage the day to day operations of the charitable company.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
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REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2024

OBJECTIVES AND ACTIVITIES

Objectives

The objective of the school is the advancement of education in a Catholic context but inclusive to children of all faiths or none.

Originally founded by the Sisters of Notre Dame in Surrey Street, Norwich in 1864, the school was transferred to Dereham Road in August 1973. The Preparatory School maintains the traditions and spirit of the Sisters of Notre Dame de Namur.

Mission Statement

As a Roman Catholic school we endeavour to nurture a love of God through Jesus Christ in all our children. The school has an ethos of love and care and embraces children of all faiths.

Children are treated as individuals, respected, nurtured and encouraged to embrace and fulfil their potential in all areas of school life.

We foster positive relationships with peers and adults, and strive to engender mutual respect in all.

We provide a wide-range of extra-curricular activities in order to develop the talents of each child.

The primary purpose of Notre Dame Preparatory School is the advancement of education for children. Inextricably linked with this purpose is the aim of contributing to the public good. Notre Dame Prep School aims to contribute considerable public benefit to the local, national and international community.

Pupils are encouraged and expected to develop an understanding of, and a commitment to, public benefit values as an integral part of their education. Pupils absorb these values both consciously and unconsciously and the school tries to deliver an appropriate programme in both a structured and unstructured way, and to lead by example.

The school measures its success using national standardised scores for children in their last year and before embarking on secondary school education. SATS scores indicate that Notre Dame is the leading Preparatory School in East Anglia although the school prides itself on the happy and well-rounded young people that generally are able to access secondary schools of choice.

PUBLIC BENEFIT

Perhaps the greatest public benefit that Notre Dame Prep School can offer is the affordable provision of an education that maximises the likelihood of its pupils developing into principled, informed, open minded, and confident citizens who respect the beliefs of others and who are determined to make a positive contribution to society. As a Catholic School, we actively encourage a multi-cultural and multi-faith approach. The trustees have had due regard to the Charity Commission guidance on public benefit.

Public benefit at local level

1. Education at Notre Dame Prep School

The school educates approximately 180 children from the local area. The school provides a co-educational, academic, primary school and nursery education.

- Entry to Notre Dame Prep School is open to all children, irrespective of creed or culture.
- The entrance procedure is designed to be as fair as possible.
- The school strives to keep the fees at a level that makes them affordable.
- Bursaries are available for parents who need financial help and support.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
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**REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT) FOR THE YEAR
ENDED 31 AUGUST 2024**

2. Active Service by Pupils

- Children sing and perform in local churches and have also entertained in a residential home for the elderly. More able choristers prepare for induction into the school's Schola Cantorum and perform at the Cathedral.
- Children raise funds for various charities e.g. CAFOD and Street Child.
- Food collection for local food banks at Christmas.

3. Active Service by Staff

- Members of staff are involved in and accompany children when undertaking charitable works.
- Individual members of staff serve or have served the local community in the following areas: local council work, reading in church, Eucharistic ministerial duties, coaching skills at local sports clubs, performing in concerts and singing in choirs, local charity work, and playing local sport.

4. Links with other organisations

- Opportunities are provided by the school for UEA PGCE students to undertake their training. We usually cater for as many as 6 students per year.
- The school provides training opportunities for college students and we provide many placements during the year.
- Work experience opportunities are offered to local secondary school pupils.
- We provide opportunities for candidates wishing to pursue a career in teaching to do observations prior to University.
- We provide our car park free of charge to the Christian church next door regularly.

5. Charity fundraising

- The whole school community is involved in raising money for local charities as well as national and international ones i.e. Street Child, CAFOD and Save the Children.

The school understands its duty to protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate, but does not currently fundraise from the public apart from the above noted activities, nor uses any internal fundraisers or external fundraising agencies for either telephone or face-to-face campaigns. No fundraising complaints were received during the year.

6. Sport

- Notre Dame Prep School is an active member of the Norwich Schools Sports Partnership which brings together state and independent schools.

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REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2024

7. General Facilities

- The school car park is used weekly by our neighbours. The school facilities are used for external music, speech and drama exams and activities for outside pupils at no charge.
- The school operates its own holiday club outside of term-time for all pupils that attend the school. The holiday club is run during the main Christmas, Easter and Summer breaks and offers a fun packed programme of activities for all children from age 2 to 11.

8. The Environment

- The school reduces its own waste and recycles approximately 75% of all waste products through our local waste contractor.
- The school became 'greener' through the purchasing of wasteland which has become a green area through the planting of new shrubs, a lawn, plants and flowers. This area is continually developed and improved.
- The school has become 'greener' over the years and development continues in this respect including the planting of trees in the front garden over the years.
- Over the years the school has reduced its use of single use plastic considerably across the whole school from the kitchen to the classroom and at PTA events.
- The school continues to look at other ways to reduce energy usage; this is updated regularly in the school's development plan.

Public benefit at national level

- Children in the independent sector are not educated at the taxpayers' expense, releasing funds for use elsewhere.

ACHIEVEMENTS AND PERFORMANCE

Review

There have been no changes in activities during the year, all of which are pursued for charitable purposes.

The school has high SATS results which is an excellent achievement considering the school is non-selective and represents dedication and hard work from staff and pupils alike.

The 2019/20 academic year saw the complete rebuild of the school's website and this continues to be updated regularly. This is a key shop window for the school and contains essential information for existing parents and potential new admissions alike along with all the required regulatory information. The new layout makes the website much easier to navigate and also contains photographs of key personnel including how to contact the DSL.

Staff and pupil welfare have always been front and centre at Notre Dame Prep School but the pandemic highlighted that we could do more to support this. The senior management team continue to work hard to implement wellbeing sessions for both pupils and staff and give extra support where necessary. A mental wellbeing strategy is in place headed up by the Deputy Head Pastoral who is a Mental Health First Aider. This helps to ensure that pupils, parents and staff alike have someone to go to and information at hand to assist them when required. A regular PSHE newsletter is sent out to parents. Wellbeing is screened in all children from Prep 2 upwards using Butler Self Image Profiles. Staff benefit from a Time to Talk initiative.

In previous years we have invested substantially in the school building in order to improve facilities for our school community:

The school's lunch provision has greatly improved over the years with food being prepared fresh on site in a well-fitted and maintained commercial kitchen facility. The school strives to provide fresh, healthy cooked food on a daily basis catering for a number of special dietary requirements. The menu reviewed regularly in liaison with the School Council.

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REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2024

During the summer of 2019 the school invested £350,000 in an extension that was added to the school replacing the existing mobile classroom. The extension incorporated new office and classroom space and allowed for the library to be moved downstairs and extended. Not only did the extension improve the facilities and learning space for the pupils the addition of a purpose-built reception/office area improved security.

Further investment in the EYFS has taken place over the last few years with improvements to the outside play spaces. This includes the installation of all-weather canopies directly outside the EY classrooms and more accessible and direct access to the school garden with improved resources.

The Statement of Financial Activities is set out in page 15 and shows the income and application of resources for the year.

FINANCIAL REVIEW

Total income for the year was £1,374,940 compared to £1,267,047 in 2023 and total costs were £1,458,063 compared to £1,383,218 in 2023.

The above has resulted in a net deficit during the year on unrestricted funds of £83,083 (2023: deficit of £116,171). The balance on the general fund at 31 August 2024 was £642,333 (2023: £725,416). These funds are held to support the future development of the charitable activities.

The balance on restricted funds at 31 August 2024 was £Nil (2023: £40).

At the year end, the school had 181 pupils (2023: 190)

Reserves policy

The policy set by the Committee is as follows:

- 3 months running costs, which amounts to approximately £350,000 is to be kept in reserve for unforeseen fiscal pressures.
- Reserves should provide funds to help meet the ongoing repair work needed to maintain the school building.

As at 31 August 2024 unrestricted funds were £642,333 (2023: £725,416) and free reserves (defined as net current assets within unrestricted funds) were £290,130 (2023: £309,483). The Committee believes the current level of reserves needs to be maintained given the policy above and budgets will be set over the coming years to achieve this.

GOING CONCERN, FUTURE DEVELOPMENTS AND EVENTS SINCE THE END OF THE YEAR

The current economic climate is a difficult one for all concerned as both business and family budgets are squeezed with the cost of living rising. The political landscape moving forward could be challenging with the national insurance increases, the removal of business rate relief and implementation of VAT on school fees. This is why it is more important than ever to ensure that the school is always looking to the future and that full and proper plans and projections are in place.

Below are some examples of the schools current and future plans:

- The school is increasing effort in marketing; this is to ensure that the business has a strong online presence that is targeted to the right demographic and that all communications, adverts, and the website are consistent in approach.
- Our Open Mornings are held during the working week and developing the format is being looked at. A regular weekend showcase is being developed and will be open to existing parents, alumni and potential new parents.

All decisions that are made are based on full and proper financial projections and have shown that the business has sufficient cash reserves to maintain viability for at least one year ahead from the date of approval of these accounts.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
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REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2024

Statement of trustees' responsibilities

The Trustees (who are also directors of Notre Dame Preparatory School for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the directors are required to:

1. select suitable accounting policies and then apply them consistently;
2. observe the methods and principles in the Charities SORP 2019 (FRS 102);
3. make judgments and accounting estimates that are reasonable and prudent;
4. state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
5. prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Statement of disclosure to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

So far as that Trustee is aware,

- there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charitable company's auditors in connection with preparing their report and to establish that the charitable company's auditors are aware of that information.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

AUDITORS

A resolution proposing that MA Partners Audit LLP be reappointed as auditors of the school will be put to the members at the Annual General Meeting.

By order of the Board

K Long
Director / Trustee
Date: 14 May 2025



NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NOTRE DAME PREPARATORY SCHOOL
(NORWICH) LIMITED**

Opinion

We have audited the financial statements of Notre Dame Preparatory School (Norwich) Limited (the 'charity') for the year ended 31 August 2024 which comprise the Statement of Financial Activities, the balance sheet, the statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (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 2024 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 for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' 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 United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NOTRE DAME PREPARATORY SCHOOL
(NORWICH) LIMITED (CONTINUED)**

Other information

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

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.

Opinion 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 for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has 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 Trustees' Report.

We have nothing to report in respect of the following matters in relation to which 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 Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees 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.

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NOTRE DAME PREPARATORY SCHOOL
(NORWICH) LIMITED (CONTINUED)**

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 but to do so.

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NOTRE DAME PREPARATORY SCHOOL
(NORWICH) LIMITED (CONTINUED)**

Auditors' 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 auditors' 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.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditors' report.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Explanation as to what extent the audit was considered capable of detecting irregularities, including fraud

The objectives of our audit in respect of 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 to those assessed risks; and to respond appropriately to instances of fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both management and those charged with governance of the charity.

Our approach was as follows:

- We obtained an understanding of the legal and regulatory requirements applicable to the charity and considered that the most significant are the Charities Act 2022 and UK financial reporting standards as issued by the Financial Reporting Council.
- We obtained an understanding of how the charity complies with these requirements by discussions with those charged with governance.
- We assessed the risk of material misstatement of the financial statements, including the risk of material misstatement due to fraud and how it might occur, by holding discussions with those charged with governance.
- We inquired of those charged with governance as to any known instances of non-compliance or suspected non-compliance with laws and regulations.

Based on this understanding, we designed specific appropriate audit procedures to identify instances of non-compliance with laws and regulations. This included making enquiries of those charged with governance and obtaining additional corroborative evidence as required.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance.

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NOTRE DAME PREPARATORY SCHOOL
(NORWICH) LIMITED (CONTINUED)**

The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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 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 its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Alice Lynch BSc FCA DChA (senior statutory auditor)
for and on behalf of

MA Partners Audit LLP

Chartered Accountants & Statutory Auditors
7 The Close
Norwich
Norfolk
NR1 4DJ

Date: 27 May 2025

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 AUGUST 2024**

	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:					
Donations and legacies	3	-	3,617	3,617	-
Charitable activities	4	1,364,580	-	1,364,580	1,263,848
Investments	5	6,743	-	6,743	3,199
Total income		1,371,323	3,617	1,374,940	1,267,047
Expenditure on:					
Charitable activities	6	1,458,023	40	1,458,063	1,383,218
Total expenditure		1,458,023	40	1,458,063	1,383,218
Net (expenditure)/income		(86,700)	3,577	(83,123)	(116,171)
Transfers between funds	14	3,617	(3,617)	-	-
Net movement in funds		(83,083)	(40)	(83,123)	(116,171)
Reconciliation of funds:					
Total funds brought forward		725,416	40	725,456	841,627
Net movement in funds		(83,083)	(40)	(83,123)	(116,171)
Total funds carried forward		642,333	-	642,333	725,456

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 18 to 34 form part of these financial statements.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)
REGISTERED NUMBER: 01162325

BALANCE SHEET
AS AT 31 AUGUST 2024

		2024 £	2023 £
Fixed assets			
Tangible assets	11	352,203	415,973
		<u>352,203</u>	<u>415,973</u>
Current assets			
Debtors	12	28,010	36,675
Cash at bank and in hand		548,999	511,896
		<u>577,009</u>	<u>548,571</u>
Creditors: amounts falling due within one year	13	(286,879)	(239,088)
Net current assets		290,130	309,483
Total assets less current liabilities		<u>642,333</u>	<u>725,456</u>
Total net assets		<u><u>642,333</u></u>	<u><u>725,456</u></u>
Charity funds			
Restricted funds	14	-	40
Unrestricted funds	14	642,333	725,416
Total funds		<u><u>642,333</u></u>	<u><u>725,456</u></u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 14 May 2025 and signed on their behalf by:



K Long
(Trustee)

The notes on pages 18 to 34 form part of these financial statements.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 AUGUST 2024**

	2024 £	2023 £
Cash flows from operating activities		
Net cash used in operating activities	38,970	10,325
Cash flows from investing activities		
Dividends, interests and rents from investments	6,743	3,199
Purchase of tangible fixed assets	(8,610)	(5,945)
Net cash used in investing activities	(1,867)	(2,746)
Change in cash and cash equivalents in the year	37,103	7,579
Cash and cash equivalents at the beginning of the year	511,896	504,317
Cash and cash equivalents at the end of the year	548,999	511,896

The notes on pages 18 to 34 form part of these financial statements

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

1. General information

Notre Dame Preparatory School (Norwich) Limited is a private company limited by guarantee and incorporated in England and Wales, registration number 01162325. The registered office is 147 Dereham Road, Norwich, NR2 3TA.

The members of the company are the Governors named on page 1.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Notre Dame Preparatory School (Norwich) Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

The financial statements have been prepared on a going concern basis.

The school acknowledges the challenges of the current economic climate and notes the impact of the implementation of VAT on independent school fees, the national insurance increases and the removal of business rate reliefs. The strategic plan for 2025-27 is focused on expanding the school numbers and cost saving initiatives to streamline the administrative costs of the school whilst maintaining the academic provision.

The strategic plan includes:

- Targeted marketing - to enhance the online presence that is aimed at the right demographic and that all communications, adverts, and the website are consistent in approach.
- Expanding the Open Morning offerings beyond the working week option to include regular weekend showcases which have proven popular in the past,
- Review of operational costs to identify savings in administration and operational costs right sized to match the current and projected school numbers.

The school's financial projections demonstrate that there is sufficient cash reserves in place for the next two academic years. On this basis, the school has concluded that there are no material uncertainties that could cast significant doubt over its ability to continue as a going concern over the period to August 2027.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

2. Accounting policies (continued)

2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

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

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

2. Accounting policies (continued)

2.6 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

Property improvements	- Over the remainder of 10 year lease term
- Car park	
Property improvements	- 15% reducing balance
- Playground	
Property improvements	- 10% straight line
- Other	
Motor vehicles	- 25% reducing balance
Equipment	- 15% reducing balance
Land	- not depreciated

2.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the statement of financial activities as a finance cost.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

2. Accounting policies (continued)

2.10 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.11 Pensions

The school operates a defined contribution plan for non-teaching staff. A defined contribution plan is a pension plan under which the trust pays fixed contributions into a separate entity. Once the contributions have been paid the school has no further payment obligations.

The contributions are recognised as an expense in the Statement of Financial Activity when they fall due. Amounts not paid are shown in accruals as a liability in the Balance Sheet. The assets of the plan are held separately from the school in independently administered funds.

Retirement benefits to teaching staff of the school are provided by the Teachers' Pension Scheme ('TPS'). The TPS is an unfunded scheme and contributions are calculated so as to spread the cost of pensions over employees' working lives with the school in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary on the basis of quadrennial valuations using a prospective unit credit method. As stated in note 20, the TPS is a multi-employer scheme with no underlying assets to assign between employers. Consequently, the TPS is treated as a defined contribution scheme for accounting purposes and the contributions recognised in the period to which they relate.

2.12 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity 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.

Investment income, gains and losses are allocated to the appropriate fund.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

3. Income from donations and legacies

	Restricted funds 2024 £	Total funds 2024 £
Donations	3,617	3,617

4. Income from charitable activities

	Unrestricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Tuition fees	1,257,859	1,257,859	1,170,326
Grants from Local Authority	82,917	82,917	70,688
Other Income	23,804	23,804	22,834
Total 2024	1,364,580	1,364,580	1,263,848

5. Investment income

	Unrestricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Bank interest	6,743	6,743	3,199

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

6. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Operation of the school	1,458,023	40	1,458,063	1,383,218
<i>Total 2023</i>	<u>1,383,218</u>	<u>-</u>	<u>1,383,218</u>	

7. Analysis of expenditure by activities

	Activities undertaken directly 2024 £	Support costs 2024 £	Total funds 2024 £	Total funds 2023 £
Operation of the school	1,216,140	241,923	1,458,063	1,383,218
<i>Total 2023</i>	<u>1,132,628</u>	<u>250,590</u>	<u>1,383,218</u>	

Analysis of direct costs

	Total funds 2024 £	Total funds 2023 £
Staff costs	910,310	841,667
Depreciation	72,380	76,319
Operating costs	233,450	205,764
(Profit)/Loss on disposal	-	8,878
	<u>1,216,140</u>	<u>1,132,628</u>

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

7. Analysis of expenditure by activities (continued)

Analysis of support costs

	Total funds 2024 £	<i>Total funds 2023 £</i>
Staff costs	118,230	129,556
Governance costs	18,364	13,534
Advertising	7,230	18,225
Travelling	38	374
Postage & Carriage	131	86
Telephone	2,836	5,050
Office Supplies	532	1,001
IT Equipment Maintenance/Support	10,223	11,251
Repairs & Renewals	39,703	35,480
Cleaning	13,719	16,192
Bank Charges	591	582
Subscriptions	30,326	19,259
	241,923	250,590

8. Auditors' remuneration

The auditors' remuneration amounts to an auditor fee of £10,080 (2023 - £9,330), and other services of £3,022 (2023 - £3,049).

9. Staff costs

	2024 £	<i>2023 £</i>
Wages and salaries	843,375	798,781
Social security costs	64,608	59,867
Contribution to defined contribution pension schemes	120,557	112,575
	1,028,540	971,223

During the year the school made a non-contractual severance payment of £4,208 (2023: £Nil).

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

9. Staff costs (continued)

The average number of persons employed by the Charity during the year was as follows:

	2024	<i>2023</i>
	No.	<i>No.</i>
Employees	38	<i>40</i>

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

	2024	<i>2023</i>
	No.	<i>No.</i>
In the band £80,001 - £90,000	-	<i>1</i>
In the band £90,001 - £100,000	1	<i>-</i>

The key management personnel of the Charity comprise the Head teacher, two Deputy Head teachers and two Bursars in post during the year. The total employee benefits of the key management personnel of the Charity were £307,407 (2023: £266,884).

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 31 August 2024, no Trustee expenses have been incurred (2023 - £NIL).

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

11. Tangible fixed assets

	Property improvements £	Motor vehicles £	Equipment £	Land £	Total £
Cost or valuation					
At 1 September 2023	659,247	38,394	197,604	29,000	924,245
Additions	-	-	8,610	-	8,610
At 31 August 2024	<u>659,247</u>	<u>38,394</u>	<u>206,214</u>	<u>29,000</u>	<u>932,855</u>
Depreciation					
At 1 September 2023	357,010	34,553	116,709	-	508,272
Charge for the year	59,286	960	12,134	-	72,380
At 31 August 2024	<u>416,296</u>	<u>35,513</u>	<u>128,843</u>	<u>-</u>	<u>580,652</u>
Net book value					
At 31 August 2024	<u>242,951</u>	<u>2,881</u>	<u>77,371</u>	<u>29,000</u>	<u>352,203</u>
At 31 August 2023	<u>302,237</u>	<u>3,841</u>	<u>80,895</u>	<u>29,000</u>	<u>415,973</u>

12. Debtors

	2024 £	2023 £
Due within one year		
Trade debtors	15,039	14,324
Prepayments and accrued income	12,971	22,351
	<u>28,010</u>	<u>36,675</u>

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

13. Creditors: Amounts falling due within one year

	2024	2023
	£	£
Deposits	58,221	59,200
Trade creditors	16,935	4,686
Other taxation and social security	15,157	15,431
Other creditors	2,252	264
Accruals and deferred income	194,314	159,507
	286,879	239,088
	2024	2023
	£	£
Fees in advance brought forward	136,715	102,908
Fees in advance deferred during the year	177,490	136,715
Fees in advance released from previous periods	(136,715)	(102,908)
	177,490	136,715

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

14. Statement of funds

Statement of funds - current year

	Balance at 1 September 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 August 2024 £
Unrestricted funds					
General Funds	<u>725,416</u>	<u>1,371,323</u>	<u>(1,458,023)</u>	<u>3,617</u>	<u>642,333</u>
Restricted funds					
Playground	40	-	(40)	-	-
Lego	-	3,617	-	(3,617)	-
	<u>40</u>	<u>3,617</u>	<u>(40)</u>	<u>(3,617)</u>	<u>-</u>
Total of funds	<u><u>725,456</u></u>	<u><u>1,374,940</u></u>	<u><u>(1,458,063)</u></u>	<u><u>-</u></u>	<u><u>642,333</u></u>

A transfer out of restricted funds into unrestricted funds has been made during the year in respect of fixed assets, Lego, purchased with restricted funding for which the ongoing use of the assets within the school is not restricted.

Playground funds represent assets purchased from specific donations. Annual depreciation has been charged against the fund value to write down the value of the asset over its useful economic life.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

14. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 September 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 August 2023 £</i>
Unrestricted funds				
General Funds	841,347	1,267,047	(1,382,978)	725,416
Restricted funds				
Playground	164	-	(124)	40
Computer equipment	116	-	(116)	-
	280	-	(240)	40
Total of funds	841,627	1,267,047	(1,383,218)	725,456

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

15. Summary of funds

Summary of funds - current year

	Balance at 1 September 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 August 2024 £
General funds	725,416	1,371,323	(1,458,023)	3,617	642,333
Restricted funds	40	3,617	(40)	(3,617)	-
	<u>725,456</u>	<u>1,374,940</u>	<u>(1,458,063)</u>	<u>-</u>	<u>642,333</u>

Summary of funds - prior year

	<i>Balance at 1 September 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 August 2023 £</i>
General funds	841,347	1,267,047	(1,382,978)	725,416
Restricted funds	280	-	(240)	40
	<u>841,627</u>	<u>1,267,047</u>	<u>(1,383,218)</u>	<u>725,456</u>

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

16. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	352,203	352,203
Current assets	577,009	577,009
Creditors due within one year	(286,879)	(286,879)
Total	642,333	642,333

Analysis of net assets between funds - prior period

	<i>Unrestricted funds 2023 £</i>	<i>Restricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Tangible fixed assets	415,933	40	415,973
Current assets	548,571	-	548,571
Creditors due within one year	(239,088)	-	(239,088)
Total	725,416	40	725,456

17. Reconciliation of net movement in funds to net cash flow from operating activities

	2024 £	2023 £
Net income for the period (as per Statement of Financial Activities)	(83,123)	(116,171)
Adjustments for:		
Depreciation charges	72,380	76,320
Dividends, interests and rents from investments	(6,743)	(3,199)
Loss on the sale of fixed assets	-	8,878
Decrease/(increase) in debtors	8,665	(5,695)
Increase in creditors	47,791	50,192
Net cash provided by operating activities	38,970	10,325

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

18. Analysis of cash and cash equivalents

	2024	2023
	£	£
Cash in hand	548,999	511,896
Total cash and cash equivalents	548,999	511,896

19. Analysis of Net Debt

	At 1 September 2023	Cash flows	At 31 August 2024
	£	£	£
Cash at bank and in hand	511,896	37,103	548,999
	511,896	37,103	548,999

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

20. Pension commitments

There are two pension schemes in place at the year end.

For non-teaching staff, the school operates a defined contributions 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 £20,954 (2023: £19,119). Contributions totalling £Nil (2023: £Nil) were payable to the fund at the balance sheet date and are included in creditors.

The charity's academic and related staff belong to the Teachers' Pension Scheme England and Wales. This is a multi-employer defined benefit scheme. The latest actuarial valuation of the TPS related to the period ended 31 August 2019. There were no outstanding or prepaid contributions at either the beginning or the end of the financial year.

Teachers' Pension Scheme

The Teachers' Pension Scheme (TPS or scheme) is a statutory, unfunded, defined benefit occupational scheme, governed by the Teachers' Pensions Regulations 2010 (as amended), and the Teachers' Pension Scheme Regulations 2014 (as amended). These regulations apply to teachers in schools and other educational establishments, including academies, in England and Wales that are maintained by local authorities. In addition, teachers in many independent and voluntary-aided schools and teachers and lecturers in some establishments of further and higher education may be eligible for membership.

Membership is automatic for full-time teachers and lecturers and, from 1 January 2007, automatic too for teachers and lecturers in part-time employment following appointment or a change of contract. Teachers and lecturers are able to opt out of the TPS.

The Teachers' Pension Budgeting and Valuation Account

Although members may be employed by various bodies, their retirement and other pension benefits are set out in regulations made under the Superannuation Act (1972) and Public Service Pensions Act (2013) and are paid by public funds provided by Parliament. The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis — contributions from members, along with those made by employers, are credited to the Exchequer under arrangements governed by the above Acts.

The Teachers' Pensions Regulations 2010 require an annual account, the Teachers' Pension Budgeting and Valuation Account, to be kept of receipts and expenditure (including the cost of pension increases). From 1 April 2001, the Account has been credited with a real rate of return, which is equivalent to assuming that the balance in the Account is invested in notional investments that produce that real rate of return.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

20. Pension commitments (continued)

Valuation of the Teachers' Pension Scheme

As a result of the latest scheme valuation employer contributions were increased in September 2019 from a rate of 16.4% to 23.6%. Employers also pay a charge equivalent to 0.08% of pensionable salary costs to cover administration expenses.

The latest actuarial TPS valuation results, as at 31 March 2020, were released in October 2023. The revised employer contribution rate, arising from this valuation, is due to be implemented from 1 April 2024.

A copy of the valuation report and supporting documentation is on the Teachers' Pensions website (<https://iwww.teacherspensions.co.uk/news/employers/2019/04/teachers-pensions-valuation-report.aspx>).

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

21. Operating lease commitments

At 31 August 2024 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	Charity 2024 £	<i>Charity 2023 £</i>
Not later than 1 year	33,000	36,000
Later than 1 year and not later than 5 years	-	33,000
	33,000	69,000

The following lease payments have been recognised as an expense in the statement of financial activities:

	Charity 2024 £	<i>Charity 2023 £</i>
Operating lease rentals	36,000	36,000

22. Related party transactions

During the year, a total of £Nil (2023: £60) was paid to Father A Eburne (Trustee) for his services in taking Mass at the school. There was £nil outstanding at the year-end (2023: £nil). These have been paid in accordance with the articles of association of the charitable company.

There were no other related party transactions that have occurred during the year (2023: none).

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

England & Wales - Charity number 269003

Accounts

Company number: 01162325
Charity number: 269003

**NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(LIMITED BY GUARANTEE)**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2023

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

COMPANY INFORMATION

COMMITTEE OF MANAGEMENT

K Long (Chairman)
Father A Eburne (Vice Chairman)
S Chia
G Holland
A Spray
J Walker
H Worsley
Canon D Paul (Resigned 12/10/2022)
J Graham (Appointed 16/06/2023)

**ADDITIONAL MEMBERS OF THE
BOARD OF MANAGEMENT**

Rob Thornton (Headmaster)

BURSAR

G Diffey (Appointed 14/02/2024)
A Warne (Resigned 14/02/2024)

COMPANY NUMBER

01162325

CHARITY NUMBER

269003

REGISTERED OFFICE

147 Dereham Road
Norwich
NR2 3TA

AUDITORS

Price Bailey LLP
Chartered Accountants
Statutory Auditors
Anglia House
6 Central Avenue
St Andrews Business Park
Norwich
NR7 0HR

BANKERS

HSBC Bank plc
18 London Street
Norwich
NR2 1LG

KEY MANAGEMENT PERSONNEL

Rob Thornton (Headmaster)
Louise Campbell (Deputy Head)
Kim Laudan (Deputy Head)
Allison Warne (Bursar)

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

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NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2023

The Committee is pleased to submit its annual report and financial statements for the year ended 31 August 2023.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity number	269003
Company number	01162325

Directors and trustees

K Long (Chairman Designate)
Father A Eburne (Vice Chairman)
S Chia
A Spray
G Holland
H Worsley
J Walker
J Fernandez Graham (Appointed 16/06/2023)

Committee of Management

The directors of the charitable company ("the school") are the members of the Committee of Management and its trustees for the purpose of company and charity law.

Members

All members of the Committee of Management are members of the charitable company. The charitable company has no share capital and the liability of members is limited by the guarantee to contribute a maximum of £1 to the assets of the company in the event of its winding up. At 31 August 2023, the charitable company had 8 such members (2022: 7).

In the event of the charitable company being wound up with surplus funds, no members shall be entitled to participate in the distribution of the surplus. The funds remaining after settlement of all liabilities will be transferred to like organisations pursuing similar charitable objectives.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Notre Dame Preparatory School is a company limited by guarantee and registered under the Companies Act 2006, registration number 01162325. It is a registered charity, charity number 269003. The governing instrument for Notre Dame Preparatory School is its Memorandum and Articles of Association.

The governing body of the company is the Committee of Management and they act as trustees for the charity. The Committee is responsible for controlling the management and administration of the company.

Risk management

The trustees have identified the major risks to which they believe the school is exposed. Risks include but not limited to: Financial risk, safeguarding children, Covid-19, accidental injury, school trips, risk of vandalism, fire, intruders and trespassers. The School has robust policies, risk assessments and procedures in place to minimise risks within the school. See examples of risk management for the key areas below:

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2023**

Key Risk area	Safeguards in place
Safeguarding Children	• Regular staff training • Compliance with the ISI 2023 Framework (F23) • Safeguarding audits both internal and external • Agenda point at every senior management meeting • Two members of staff with up to date DSL training • Safer recruitment training • Regular monitoring of the Single Central Register • First aid policy • Medical emergency planning • 30+ staff trained in first aid • Robust procedures in place for the administration of medication – policy reviewed and improved for academic year 23/24. • Robust procedures in place for children with allergies and specific dietary needs • Missing child policy • Deputy Head (Pastoral) co-ordinates pupil welfare support and initiatives.
Financial	• Appropriate scrutiny and authorisation of transactions • Regular financial reporting and projections to the governing body and the SMT • Accountants audit control • SAGE software support • Financial risk assessment in place
Fire	• Fire policy in place • Fire risk assessment in place that is reviewed regularly • Regular monitoring of fire alarm systems and equipment • Regular fire drills • Regular servicing and testing of electrical and gas systems • Daily site walks • Compliance with the ISI regulatory requirements (ibid)
Health & Safety General	• Robust Health & Safety policy in place • Risk assessments completed for each area of risk. Departmental review takes place when anything changes or annually for no other reason. • Governor led Health & Safety Committee • Regular monitoring of key areas such as Fire, First Aid, COSHH, Legionella, Asbestos and Food Safety
Intruders	• Main entry gates and doors controlled by magnetic locks and a buzzer and intercom system • Site gates locked immediately after pick up and drop off • Alarm system installed with is monitored externally • Risk assessment in place
School Trips	• Visits & Trips Policy in place • Individual risk assessments completed for each trip by the event lead • Missing child policy and protocols
Covid-19	• Covid-19 policy in place • Covid-19 risk assessment in place that is updated regularly • Additional cleaning protocols • Following latest government and DFE advice • Outbreak Management Plan in place and critical incident monitoring • Visitors inside the building restricted

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2023**

HR & Staff Welfare	• SAGE HR support • Staff training – 3 year development plan in place • Member of ISBA and ISA • Staff induction procedures • Regular updates to staff and inset training • SMT have an open door policy • Deputy Head (Pastoral) – co-ordinates staff welfare support • Staff mental health initiatives • Staff handbook • Staff code of conduct and behaviour policy
Other General Points of Note	• Regular governor, SMT and staff meetings are held in order to head off problems before they become an issue • Risk register is in place which is updated at regular intervals. • The school is a member of The Independent Schools Association (ISA), The Independent Schools Bursars' Association (ISBA) and The Association of Governing Bodies of Independent Schools (AGBIS). These organisations offer a wealth of support to the school from, general guidance over the telephone to providing template documents for key policies and information relating to best practice. • The governing body is made of members from varying backgrounds and skill sets. This breadth of experience and knowledge feeds into the school and helps to identify areas for improvement and ensure that the school is moving forward safely and effectively. • Headmaster is an ISI inspector

In addition, from time to time, the school will instigate an independent audit of an area of the school compliance i.e. Health & Safety and Safeguarding. Such audits ensure that the schools procedures are independently scrutinised and help keep the exposure to potential risk low.

Appointment of trustees

All members are circulated with a notice prior to the AGM which notifies them of the members who retire by rotation and if eligible, offer themselves for re-election.

Trustee induction and training

All future trustees will receive briefing as to their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes and recent financial performance of the charitable company.

Arrangements for setting pay and remuneration of key management personnel

The Senior Leadership Team remuneration is set according to industry standards pertaining to school size and numbers of children on roll. The headmaster is responsible for setting the deputy heads' and bursar's pay, and the governing body is responsible for setting the headmaster's pay in accordance with DFE guidelines.

Organisation

The Committee meets regularly and a manager is appointed by the trustees to manage the day to day operations of the charitable company.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2023

OBJECTIVES AND ACTIVITIES

Objectives

The objective of the school is the advancement of education in a Catholic context, but to children of all faiths or none.

Originally founded by the Sisters of Notre Dame in Surrey Street, Norwich in 1864, the school was transferred to Dereham Road in August 1973. The Preparatory School maintains the traditions and spirit of the Sisters of Notre Dame de Namur.

Mission Statement

As a Roman Catholic school we endeavour to nurture a love of God through Jesus Christ in all our children. The school has an ethos of love and care and embraces children of all faiths.

Children are treated as individuals, respected, nurtured and encouraged to embrace and fulfil their potential in all areas of school life.

We foster positive relationships with peers and adults, and strive to engender mutual respect in all.

We provide a wide-range of extra-curricular activities in order to develop the talents of each child.

The primary purpose of Notre Dame Preparatory School is the advancement of education for children. Inextricably linked with this purpose is the aim of contributing to the public good. Notre Dame Prep School aims to contribute considerable public benefit to the local, national and international community.

Pupils are encouraged and expected to develop an understanding of, and a commitment to, public benefit values as an integral part of their education. Pupils absorb these values both consciously and unconsciously and the School tries to deliver an appropriate programme in both a structured and unstructured way, and to lead by example.

The school measures its success using national standardised scores for children in their last year and before embarking on secondary school education. SATS scores indicate that Notre Dame is the leading Preparatory School in East Anglia although the school prides itself on the happy and well-rounded young people that generally are able to access secondary schools of choice.

PUBLIC BENEFIT

Perhaps the greatest public benefit that Notre Dame Prep School can offer is the affordable provision of an education that maximises the likelihood of its pupils developing into principled, informed, open minded and confident citizens who respect the beliefs of others and who are determined to make a positive contribution to society. As a Catholic School we actively encourage a multi-cultural and multi-faith approach. The trustees have had due regard to the Charity Commission guidance on public benefit.

Public benefit at local level

1. Education at Notre Dame Prep School

The School educates approximately 180 children from the local area. The School provides a co-educational, academic, primary school and nursery education.

- Entry to Notre Dame Prep School is open to all children, irrespective of creed or culture.
- The entrance procedure is designed to be as fair as possible.
- The school strives to keep the fees at a level that makes them affordable.
- Bursaries are available for parents who need financial help and support. Approximately 18% (2022: 16%) of parents receive some help. The total bursaries given in the year amounts to £54,286 (2022: £56,736).

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 AUGUST 2023

2. Active Service by Pupils

- Children sing and perform in local churches and have also entertained in a residential home for the elderly and at the Bishop's garden to support Door to Door. More able choristers prepare for induction into the school's Schola Cantorum and perform at the Cathedral.
- Children raise funds for various charities e.g. Save the Children, Book Trust, Cafod and Street Child.
- Food collection for the Salvation Army and Food Bank at Christmas.

3. Active Service by Staff

- Members of staff are involved in and accompany children when undertaking charitable works.
- Individual members of staff serve or have served the local community in the following areas: local council work, reading in church, Eucharistic ministerial duties, coaching skills at local sports clubs, performing in concerts and singing in choirs, local charity work and playing local sport.
- Last year, one member of staff 'Braved the Shave' for Macmillan Cancer Support with another member of staff completing the Three Peaks Challenge which raised funds for Street Child.

4. Links with other organisations

- Opportunities are provided by the school for UEA PGCE students to undertake their training. We usually cater for as many as 6 students per year.
- The school provides training opportunities for college students and we provide many placements during the year.
- Work experience opportunities are offered to local secondary school pupils.
- We provide opportunities for candidates wishing to pursue a career in teaching to do observations prior to University.
- We provide our premises free of charge to the Christian church next door on a regular basis.

5. Charity fundraising

- The whole School community is involved in raising money for local charities as well as national and international ones i.e. Street Child, CAFOD and Save the Children.

The school understands its duty to protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate, but does not currently fundraise from the public apart from the above noted activities, nor uses any internal fundraisers or external fundraising agencies for either telephone or face-to-face campaigns. No fundraising complaints were received during the year.

6. Sport

- Notre Dame Prep School is an active member of the Norwich Schools Sports Partnership which brings together state and independent schools.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 AUGUST 2023

7. General Facilities

- The school car park is used weekly by our neighbours; The Seventh-Day Adventist Church regularly use the whole school including our kitchen facilities for meetings and celebrations. They also use the field for picnics and play for their children after their Saturday Service. We do not charge for these facilities.
- The school facilities are used for external music, speech and drama exams and activities for outside pupils at no charge.
- The school operates its own holiday club outside of term-time for all pupils that attend the school. The holiday club is run during the main Christmas, Easter and Summer breaks and offers a full and fun packed programme of activities for all children from age 2 to 11

8. The Environment

- The School reduces its own waste and now recycles approximately 75% of all waste products through our local waste contractor.
- The school has become 'greener' through the purchasing of wasteland which has become a green area through the planting of new shrubs, a lawn, plants and flowers. This area is continually developed and improved.
- The school has become 'greener' over the years; and development continues in this respect including the planting of trees in the front garden over the years.
- Over the years the school has reduced its use of single use plastic considerably across the whole school from the kitchen to the classroom and at PTA events.
- Following a recent energy performance survey, the school installed a significant amount of loft insulation in the roof space. The school continues to look at other ways to reduce energy usage; this is updated regularly in the school's development plan.

Public benefit at national level

- Children in the independent sector are not educated at the taxpayers' expense, releasing funds for use elsewhere.

ACHIEVEMENTS AND PERFORMANCE

Review

There have been no changes in activities during the year, all of which are pursued for charitable purposes.

Notre Dame Prep School has become the leading Prep School in East Anglia according to the Times Top 100 Prep Schools. This table is driven by SATs results taken by our Year 6 cohort at the end of each academic year. This is an excellent achievement considering the school is non-selective and represents dedication and hard work from staff and pupils alike.

In response to Covid-19 the school launched its online learning provision from scratch in March 2020. This online platform has continued to be used since this time as an online teaching resource and has gone from strength to strength. In addition, since the relaxation of Covid restrictions the school has maintained robust health and safety procedures which are updated regularly in line with the latest guidance to protect the whole school community from any unnecessary risk. All teachers and support staff have worked tirelessly to deliver quality education in school and online (when required) and ensure that the school environment is as clean and safe as it can be.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 AUGUST 2023

The 2019/20 academic year saw the complete rebuild of the school's website and this continues to be updated regularly. This is a key shop window for the school and contains essential information for existing parents and potential new admissions alike along with all the required regulatory information. The new layout makes the website much easier to navigate and also contains photographs of key personnel including how to contact the DSL.

Staff and pupil welfare have always been front and centre at Notre Dame Prep School but the pandemic highlighted that we could do more to support this and that of our staff. The senior management team have been working hard to implement wellbeing sessions for both pupils and staff and give extra support where necessary. A mental wellbeing strategy is in place headed up by the Deputy Head Pastoral who is a Mental Health First Aider. This helps to ensure that pupils, parents and staff alike have people to go to and information at hand to assist them when required; a regular PSHE newsletter is sent out to parents. Wellbeing is screened in all children from Prep 2 upwards using Butler Self Image Profiles.

In previous years we have invested substantially in the school building in order to improve facilities for our school community:

The school's lunch provision has greatly improved over the years with food being prepared fresh on site in a well-fitted and maintained commercial kitchen facility. The school strives to provide fresh, healthy cooked food on a daily basis catering for a number of special dietary requirements. The menu reviewed regularly in liaison with the School Council.

During the summer of 2019 the school invested £350,000 in an extension that was added to the school replacing the existing mobile classroom. The extension incorporated new office and classroom space and allowed for the library to be moved downstairs and extended. Not only did the extension improve the facilities and learning space for the pupils the addition of a purpose-built reception/office area improved security.

Further investment in the EYFS has taken place over the last couple of years with improvements to the outside play spaces. This includes the installation of all-weather canopies directly outside the EY classrooms and more accessible and direct access to the school garden with improved resources.

The Statement of Financial Activities is set out in page 16 and shows the income and application of resources for the year.

FINANCIAL REVIEW

Total income for the year was £1,267,047 compared to £1,207,077 in 2022 and total costs were £1,383,218 compared to £1,313,234 in 2022.

The above has resulted in a net deficit during the year on unrestricted funds of £115,931 (2022: deficit of £105,989). The balance on the general fund at 31 August 2023 was £725,416 (2022: £841,347). These funds are held to support the future development of the charitable activities.

The balance on restricted funds at 31 August 2023 was £40 (2022: £280).

At the year end, the school had 190 pupils (2022: 178).

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 AUGUST 2023

Reserves policy

The policy set by the Committee is as follows:

- 3 months running costs, which amounts to approximately £350,000 is to be kept in reserve for unforeseen fiscal pressures.
- Reserves should provide funds to help meet the ongoing repair work needed to maintain the school building.

As at 31 August 2023 unrestricted funds were £725,416 (2022: £841,347) and free reserves (defined as net current assets within unrestricted funds) were £309,483 (2022: £354,401). The Committee believes the current level of reserves needs to be maintained given the policy above and budgets will be set over the coming years to achieve this.

GOING CONCERN, FUTURE DEVELOPMENTS AND EVENTS SINCE THE END OF THE YEAR

The current economic climate is a difficult one for all concerned as both business and family budgets are squeezed and the legacy of Covid 19. In addition, the political landscape moving forward could be challenging with the potential for the removal of business rate relief and possible implementation of VAT on School fees; challenging times indeed. This is why it is more important than ever to ensure that the school is always looking to the future and that full and proper plans and projections are in place.

Below are some examples of the schools current and future plans:

- The school has concentrated a great deal of effort in marketing and has sought expert help in this regard. This is to ensure that the business has a strong online presence that is targeted to the right demographic and that all communications, adverts and the website are consistent in approach.
- Our Open Mornings are now held during the working week instead of the weekend with a revamped format. These have proved to be much more successful as parents can see the school in action on their tours which gives them the proper feel for the school and how we operate.
- The school brought the holiday club provision back in-house from December 2022 in order that we can offer childcare outside of term-time for all our pupils aged from 2 to 11. The school is looking to grow this area in the next 12 months
- The school is currently investing in improving lighting and insulation in the building to help to offset increased fuel costs which are likely to remain high for the foreseeable future.
- The extension of the nursery provision to a 50 week a year setting is still being considered. Full plans for this have not yet been finalised but are currently being worked on.

From the beginning of the Covid-19 pandemic the trustees of the finance committee have carefully considered the financial impact on the charity and likewise, with the current cost of living crisis. All decisions that are made are based on full and proper financial projections and have shown that the business has sufficient cash reserves to maintain viability for at least one year ahead from the date of approval of these accounts. The pandemic and subsequent economic climate has brought home the importance of having a well-planned and thought through reserves policy and has proven that the NDPS reserves policy has stood the school in good stead during a difficult few years and afforded a solid buffer.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 AUGUST 2023

Statement of trustees' responsibilities

The Trustees (who are also directors of Notre Dame Preparatory School for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the directors are required to:

1. select suitable accounting policies and then apply them consistently;
2. observe the methods and principles in the Charities SORP 2019 (FRS 102);
3. make judgments and accounting estimates that are reasonable and prudent;
4. state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
5. prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Statement of disclosure to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

So far as that Trustee is aware,

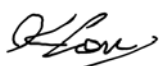
- there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charitable company's auditors in connection with preparing their report and to establish that the charitable company's auditors are aware of that information.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

AUDITORS

A resolution proposing that Price Bailey LLP be reappointed as auditors of the school will be put to the members at the Annual General Meeting.

By order of the Board



Kevin Long (Mar 22, 2024, 1:53pm)

Director / Trustee

Date: 22 Mar 2024

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

Opinion

We have audited the financial statements of Notre Dame Preparatory School (Norwich) Ltd (the 'charitable company') for the year ended 31 August 2023 which comprise Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the related notes, including significant accounting policies. 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 and Republic of Ireland* (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 2023, 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 for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the 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 we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' 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 significant 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 authorised for issue.

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

Other information

The other information comprises the information included in the report of the committee of management, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the report of the committee of management. 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.

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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

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 report of the Committee of Management for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the report of the Committee of Management has 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 report of the committee of management.

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 Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the Trustees 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 report of the Committee of Management and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 11, 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 but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED**

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

We gained an understanding of the legal and regulatory framework applicable to the Charity and the sector in which it operates and considered the risk of the Charity not complying with the applicable laws and regulations including fraud in particular those that could have a material impact on the financial statements. This included those regulations directly related to the financial statements, including financial reporting, and tax legislation. In relation to the operations of the Charity this included compliance with the Charities Act 2011 and SORP 2019.

The risks were discussed with the audit team and we remained alert to any indications of non-compliance throughout the audit. We carried out specific procedures to address the risks identified. These included the following:

- We reviewed systems and procedures to identify potential areas of management override risk. In particular, we carried out testing of journal entries and other adjustments for appropriateness;
- We reviewed minutes of Committee of Management meetings and other relevant sub-committees for any evidence of instances of fraud or non-compliance.
- We made enquiries with the senior management team to identify laws and regulations applicable to the Charity.
- We reviewed the risk management processes and procedures in place.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at <https://www.frc.org.uk/auditors/audit-assurance/auditor-s-responsibilities-for-the-audit-of-the-fi/description-of-the-auditor%E2%80%99s-responsibilities-for>. The description forms part of our auditor's report.

Use of our report

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



Helena Wilkinson (Senior Statutory Auditor)

For and on behalf of

PRICE BAILEY LLP

Chartered Accountants

Statutory Auditors

Anglia House

6 Central Avenue

Thorpe St Andrew

NR7 0HR

Date: 25 March 2024

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 AUGUST 2023**

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2023 £	Total funds 2022 £
INCOME					
Grants and donations	3	-	-	-	7,160
Income from charitable activities	4	1,263,848	-	1,263,848	1,199,773
Investment income	5	3,199	-	3,199	144
		<u>1,267,047</u>	<u>-</u>	<u>1,267,047</u>	<u>1,207,077</u>
TOTAL INCOME					
EXPENDITURE					
Expenditure on charitable activities:					
Operation of the school	6	1,382,978	240	1,383,218	1,313,234
		<u>(115,931)</u>	<u>(240)</u>	<u>(116,171)</u>	<u>(106,157)</u>
NET (EXPENDITURE)/INCOME IN THE YEAR					
Transfers between funds		-	-	-	-
		<u>(115,931)</u>	<u>(240)</u>	<u>(116,171)</u>	<u>(106,157)</u>
NET MOVEMENT IN FUNDS					
Funds brought forward		841,347	280	841,627	947,784
		<u>725,416</u>	<u>40</u>	<u>725,456</u>	<u>841,627</u>
TOTAL FUNDS CARRIED FORWARD					

The Statement of Financial Activities has been prepared on the basis that all operations are continuing operations.

There are no recognised gains or losses other than the net expenditure for the year.

The notes on pages 19 to 29 form part of these financial statements.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
REGISTERED NUMBER: 01162325

BALANCE SHEET
AS AT 31 AUGUST 2023

	Note	£	2023 £	£	2022 £
FIXED ASSETS					
Tangible assets	11		415,973		495,226
CURRENT ASSETS					
Debtors	12	36,675		30,980	
Cash at bank and in hand		511,896		504,317	
		<u>548,571</u>		<u>535,297</u>	
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	13	(239,088)		(188,896)	
		<u>309,483</u>		<u>346,401</u>	
NET CURRENT ASSETS					
		<u>725,456</u>		<u>841,627</u>	
TOTAL ASSETS LESS CURRENT LIABILITIES					
FUNDS					
Restricted funds	14		40		280
Unrestricted funds			725,416		841,347
			<u>725,456</u>		<u>841,627</u>
TOTAL FUNDS					
			<u>725,456</u>		<u>841,627</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime within Part 15 of the Companies Act 2006. The financial statements were approved by the Board of Trustees on 22 Mar 2024 and signed on their behalf by:



Kelvin Long (Mar 22, 2024, 1:53pm)
 Director / Trustee

The notes on pages 19 to 29 form part of these accounts.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 AUGUST 2023**

	2023	2022
	£	£
Cash used in operating activities		
Net movement in funds	(116,171)	(106,157)
Add back depreciation charge	76,320	78,697
Deduct interest income shown in investing activities	(3,199)	(144)
Add back loss on sale of fixed assets	8,878	-
Decrease / (increase) in debtors	(5,695)	4,528
Increase / (decrease) in creditors	50,192	957
Net cash provided (used by) operating activities	10,325	(22,119)
Cash flows from investing activities		
Interest income	3,199	144
Purchase of tangible fixed assets	(5,945)	(21,015)
Cash used in investing activities	(2,746)	(20,871)
Increase / (decrease) in cash and cash equivalents in the year	7,579	(42,990)
Cash and cash equivalents at the beginning of the year	504,317	547,307
Total cash and cash equivalents at the end of the year	511,896	504,317
Cash and cash equivalents consists of:		
Cash at bank and in hand	511,896	504,317
Cash and cash equivalents at 31 August 2023	511,896	504,317

The notes on pages 19 to 29 form part of these accounts.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2023

1 CONSTITUTION

The charitable company is a registered charity and is limited by guarantee. The liability of each of the members is limited to £1 each. The registered office is 147 Dereham Road, Norwich, Norfolk, NR2 3TA.

At 31 August 2023, the charitable company had 8 such members (2022: 7).

The financial statements are presented in sterling which is the functional currency of the company rounded to the nearest pound. The company is incorporated in England and Wales.

2 ACCOUNTING POLICIES

The significant accounting policies used in the preparation of these financial statements are:

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 and Republic of Ireland (FRS 102) (effective 1 January 2019) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland, and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

2.2 GOING CONCERN

The financial statements have been prepared on a going concern basis. Pupil numbers for the 22/23 academic year were steady and encouraging despite parents facing increasing financial pressures. The somewhat strained times have meant that school has offered and negotiated additional bursaries to ensure that parents continue to invest in the medium term and for the Primary career of their children.

Notwithstanding increasing costs with teacher pension contributions, the minimum wage and increased utility spends, Notre Dame Prep continues to offer the choice of an independent school education that is significantly more affordable than is otherwise available. In addition to this, a number of Ukrainian children are currently being supported by the school which resonates strongly with school's charitable purpose in the context of its Catholic mission.

School remains in a very strong cash position and full and proper financial projections confirm that the business has sufficient cash reserves to maintain viability for at least one year from the date of these accounts.

The marketing particularly on social media has ramped up over recent months and this ensures the school remains visible; Open Mornings remain well subscribed too.

The uncertainty regarding the political landscape and the implications this may have on independent schools in general as we head towards a general election, could have an impact on pupil numbers moving forward, but having said that, the school has not experienced a drastic drop-off in interest at the present time. In addition, school leadership is confident that in view of our unique price point, an increase in school fees by way of the addition of VAT on fees will have a minimal effect.

As always, the school maintains sensible controls on spending without sacrificing the necessary investment in the school to maintain and improve standards and keep NDPS moving forward.

2.3 TUITION FEES

Tuition fees represent school fees and similar income charged which are all within the United Kingdom.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

2.4 DONATIONS

Donations are accounted for on a receivable basis in accordance with the Statement of Recommended Practice for Charities

2.5 GRANT INCOME

Income from local authority grants are recognised when the charity has entitlement to the funds, any performance conditions attached to the grant have been met, it is probable that the income will be received, and the amount can be measured reliably and is not deferred.

2.6 INTEREST RECEIVABLE

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

2.7 FUND ACCOUNTING

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the term of an appeal.

2.8 EXPENDITURE

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT which cannot be recovered, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

2.9 STAFF TERMINATION COSTS

Redundancy and termination costs are recognised as an expense in the Statement of Financial Activities and a liability on the Balance Sheet immediately at the point the charity is demonstrably committed to either:

- Terminate the employment of an employee before normal retirement date; or
- Provide termination benefits as a result of an offer made to encourage voluntary redundancy

2.10 LEASED ASSETS

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

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

2.11 TANGIBLE FIXED ASSETS

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided on all assets other than freehold land, in order to write down the cost of each asset to its residual value over its estimated useful economic life.

The principal annual rates used are:

- Motor vehicles	25% reducing balance
- Property improvements	
- Car park	over remainder of 10 year lease term
- Playground	15% reducing balance
- Other	10% straight line
- Equipment	15% reducing balance
- Land	Not depreciated

2.12 DEBTORS

Trade and other debtors are recognised at the settlement amount due and prepayments are valued at the amount prepaid net of any trade discounts due.

2.13 CASH AT BANK AND IN HAND

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.14 CREDITORS

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. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2.15 FINANCIAL INSTRUMENTS

The school only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value, which is at cost, with the exception of:

- Fixed assets are measured at cost less depreciation;

Financial assets include trade debtors, investment property and cash and cash equivalents.

Financial liabilities include trade creditors, accruals, social security and other taxes.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2023**

2.16 PENSIONS

The school operates a defined contribution plan for non-teaching staff. A defined contribution plan is a pension plan under which the trust pays fixed contributions into a separate entity. Once the contributions have been paid the school has no further payment obligations.

The contributions are recognised as an expense in the Statement of Financial Activity when they fall due. Amounts not paid are shown in accruals as a liability in the Balance Sheet. The assets of the plan are held separately from the school in independently administered funds.

Retirement benefits to teaching staff of the school are provided by the Teachers' Pension Scheme ('TPS'). The TPS is an unfunded scheme and contributions are calculated so as to spread the cost of pensions over employees' working lives with the school in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary on the basis of quadrennial valuations using a prospective unit credit method. As stated in note 18, the TPS is a multi-employer scheme with no underlying assets to assign between employers. Consequently, the TPS is treated as a defined contribution scheme for accounting purposes and the contributions recognised in the period to which they relate.

2.17 JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. No judgements (apart from those involving estimates) have been made in the process of applying the above accounting policies. The key estimates made in applying the above accounting policies are the useful economic lives attributed to tangible fixed assets. There are no key assumptions concerning the future, nor key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

3 GRANTS AND DONATIONS

	2023	2022
	£	£
Grants and donations	-	7,160
All grants and donations received during the prior year were restricted.		

4 INCOME FROM CHARITABLE ACTIVITIES

	2023	2022
	£	£
Tuition fees	1,170,326	1,092,322
Grants from Local Authority	70,688	76,239
Other income	22,834	31,212
	1,263,848	1,199,773

All income from charitable activities in 2023 and 2022 was unrestricted. Grants were received from Norfolk County Council relating to Early Years Funding for 3 and 4 year olds. The funding agreement was for the period from 1st September 2022 to 31st August 2023 and is renegotiated annually. There were no unfulfilled conditions at the year-end.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2023**

5 INVESTMENT INCOME

All of the charity's investment income of £3,199 (2022: £144) arises from money held in interest bearing savings accounts and is unrestricted.

6 ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

Operation of the school:	2023 £	2022 £
Direct costs	1,132,628	1,077,863
Support costs	250,590	235,371
	1,383,218	1,313,234
 Analysis of support costs:	 2023 £	 2022 £
Salaries and wages	129,556	133,735
Governance costs (note 7)	13,534	15,222
Advertising	18,225	6,289
Travelling	374	310
Postage & Carriage	86	213
Telephone	5,050	5,783
Office Supplies	1,001	1,234
IT Equipment Maintenance / Support	11,251	12,863
Repairs & Renewals	35,480	28,473
Cleaning	16,192	13,904
Bank Charges	582	401
Subscriptions	19,259	16,944
	250,590	235,371

Expenditure on charitable activities totalled £1,383,218 (2022: £1,313,235) of which £240 was restricted (2022: £368) and £1,382,978 was unrestricted (2022: £1,312,867).

7 GOVERNANCE COSTS

	2023 £	2022 £
Audit and accountancy fees	9,175	7,500
Other legal and professional fees	4,359	7,722
	13,534	15,222

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2023**

8 NET INCOME

	2023	2022
	£	£
This is stated after charging:		
Depreciation of owned assets	76,320	78,697
Loss on disposal of fixed assets	8,878	-
Operating lease payments for rent of land and buildings	36,000	33,000
Auditor's remuneration – audit fee	9,330	5,350
Auditor's remuneration – non-audit services	3,049	4,810
	<u> </u>	<u> </u>

9 STAFF COSTS, TRUSTEE REMUNERATION AND EXPENSES, AND THE COST OF KEY MANAGEMENT PERSONNEL

	2023	2022
	£	£
The costs incurred during the year were:		
Wages and salaries	798,781	756,253
Social security costs	59,876	57,905
Other pension costs	112,575	120,181
	<u> </u>	<u> </u>
	971,232	934,339
	<u> </u>	<u> </u>

The number of higher paid employees was:

	2023	2022
	No.	No.
In the band £70,001 - £80,000	-	-
In the band £80,001 - £90,000	1	1
	<u> </u>	<u> </u>

Pension costs are allocated to activities in proportion to the related staffing costs incurred and are wholly charged to unrestricted funds.

The directors or members of the committee of management were not paid or received any other benefits from employment with the school in the year (2022: NIL). One Trustee was reimbursed expenses totalling £13 during the year (2022: Nil).

The key management personnel of the charity comprise the Head teacher, two Deputy Head teachers and the Bursar. The total employee benefits of the key management personnel of the Charity were £266,884 (2022: £256,156).

10 STAFF NUMBERS

The average number of employees during the year was 40 (2022: 39).

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2023**

11 TANGIBLE FIXED ASSETS

	Motor Vehicles £	Land £	Equipment £	Property Improvements £	Total £
COST					
At 1 September 2022	38,394	29,000	276,906	656,172	1,000,472
Additions	-	-	2,870	3,075	5,945
Disposals	-	-	(82,172)	-	(82,172)
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 August 2023	<u>38,394</u>	<u>29,000</u>	<u>197,604</u>	<u>659,247</u>	<u>924,245</u>
DEPRECIATION					
At 1 September 2022	33,273	-	174,514	297,459	505,246
Charge for the year	1,280	-	15,489	59,551	76,320
On Disposals	-	-	(73,294)	-	(73,294)
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 August 2023	<u>34,553</u>	<u>-</u>	<u>116,709</u>	<u>357,010</u>	<u>508,272</u>
NET BOOK VALUE					
At 31 August 2023	<u>3,841</u>	<u>29,000</u>	<u>80,895</u>	<u>302,237</u>	<u>415,973</u>
At 31 August 2022	<u>5,121</u>	<u>29,000</u>	<u>102,392</u>	<u>358,713</u>	<u>495,226</u>

The fixed assets are used for charitable purposes.

Property improvements include playground equipment which was purchased by way of a donation from The Parent Teacher Association. The closing net book value was £40 (2022: £164) and there was a depreciation charge of £124 (2021: £146) during the year.

Included in equipment disposals are three computers purchased with restricted funds. At the start of the year they had a net book value £116 and incurred a depreciation charge of £18 (2022: £22). No consideration was received, and so a loss on disposal of £98 was incurred.

Motor vehicles include a minibus which was partly purchased by way of donations. All restricted funds have been utilised through depreciation charges.

These entries have been included within restricted funds.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2023**

12 DEBTORS

	2023	2022
	£	£
Trade debtors	14,324	8,354
Prepayments and accrued income	22,351	22,626
	36,675	30,980

13 CREDITORS – AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade creditors	4,686	5,329
Deposits and fees paid in advance	200,456	151,457
Accruals	18,515	17,471
Social security and other taxes	15,431	14,639
	239,088	188,896

DEFERRED INCOME

Deferred income relates to fees paid in advance:

	2023	2022
	£	£
Fees in advance brought forward	102,908	102,813
Amounts deferred during the year	136,715	102,908
Amounts released during the year	(102,908)	(102,813)
Fees in advance carried forward	136,715	102,908

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2023**

14 RESTRICTED FUNDS

	At 1 September 2022 £	Income £	Expenditure £	Transfers £	At 31 August 2023 £
Computer equipment	116	-	(116)	-	-
Playground	164	-	(124)	-	40
Canopy	-	-	-	-	-
Other donations	-	-	-	-	-
	<u>280</u>	<u>-</u>	<u>(240)</u>	<u>-</u>	<u>40</u>

	At 1 September 2021 £	Income £	Expenditure £	Transfers £	At 31 August 2022 £
Computer equipment	138	-	- (22)	-	116
Playground	310	-	(146)	-	164
Canopy	-	6,960	-	(6,960)	-
Other donations	-	200	(200)	-	-
	<u>448</u>	<u>7,160</u>	<u>(368)</u>	<u>(6,960)</u>	<u>280</u>

The computer equipment and playground funds represent assets purchased from specific donations. The balance reflects their net book value, held for future depreciation to be charged against. The computer equipment was disposed at a loss this year. No consideration was received.

15 NET ASSETS BY FUND

2023	Unrestricted Funds £	Restricted Funds £	Total £
Fixed Assets	415,933	40	415,973
Current Assets	548,571	-	548,571
Current Liabilities	(239,088)	-	(239,088)
	<u>725,416</u>	<u>40</u>	<u>725,456</u>

2022	Unrestricted Funds £	Restricted Funds £	Total £
Fixed Assets	494,946	280	495,226
Current Assets	543,297	-	543,297
Current Liabilities	(188,896)	-	(188,896)
	<u>849,347</u>	<u>280</u>	<u>849,627</u>

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2023**

16 ANALYSIS OF NET DEBT

2023	At start of period £	Cash flows £	At end of period £
Cash	504,317	7,579	511,896

17 PENSION COMMITMENTS

There are two pension schemes in place at the year end.

For non-teaching staff, the school operates a defined contributions 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 £19,119 (2022: £24,331). Contributions totalling nil (2022: £1,932) were payable to the fund at the balance sheet date and are included in creditors.

The charity's academic and related staff belong to the Teachers' pension Scheme England and Wales. This is a multi-employer defined benefit scheme. The latest actuarial valuation of the TPS related to the period ended 31 August 2019. There were no outstanding or prepaid contributions at either the beginning or the end of the financial year.

Teachers' Pension Scheme

The Teachers' Pension Scheme (TPS or scheme) is a statutory, unfunded, defined benefit occupational scheme, governed by the Teachers' Pensions Regulations 2010 (as amended), and the Teachers' Pension Scheme Regulations 2014 (as amended). These regulations apply to teachers in schools and other educational establishments, including academies, in England and Wales that are maintained by local authorities. In addition, teachers in many independent and voluntary-aided schools and teachers and lecturers in some establishments of further and higher education may be eligible for membership.

Membership is automatic for full-time teachers and lecturers and, from 1 January 2007, automatic too for teachers and lecturers in part-time employment following appointment or a change of contract. Teachers and lecturers are able to opt out of the TPS.

The Teachers' Pension Budgeting and Valuation Account

Although members may be employed by various bodies, their retirement and other pension benefits are set out in regulations made under the Superannuation Act (1972) and Public Service Pensions Act (2013) and are paid by public funds provided by Parliament. The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis – contributions from members, along with those made by employers, are credited to the Exchequer under arrangements governed by the above Acts.

The Teachers' Pensions Regulations 2010 require an annual account, the Teachers' Pension Budgeting and Valuation Account, to be kept of receipts and expenditure (including the cost of pension increases). From 1 April 2001, the Account has been credited with a real rate of return, which is equivalent to assuming that the balance in the Account is invested in notional investments that produce that real rate of return.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2023**

17 PENSION COMMITMENTS (CONTINUED)

Valuation of the Teachers' Pension Scheme

As a result of the latest scheme valuation employer contributions were increased in September 2019 from a rate of 16.4% to 23.6%. Employers also pay a charge equivalent to 0.08% of pensionable salary costs to cover administration expenses.

The latest actuarial TPS valuation results, as at 31 March 2020, were released in October 2023. The revised employer contribution rate, arising from this valuation, is due to be implemented from 1 April 2024.

A copy of the valuation report and supporting documentation is on the Teachers' Pensions website (<https://www.teacherspensions.co.uk/news/employers/2019/04/teachers-pensions-valuation-report.aspx>).

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

18 RELATED PARTY TRANSACTIONS

Landscaping fees totalling £730 (2022: £nil) were incurred during the year with Campbell, a firm in which two close family members of L Campbell (Deputy Head) are Directors. There was £nil outstanding at the year-end (2022: £nil). These have been paid in accordance with the articles of association of the charitable company.

During the year, a total of £60 (2022:£nil) was paid to Fr A Eburne (Trustee) for his services in taking Mass at the school. There was £nil outstanding at the year-end (2022: £nil). These have been paid in accordance with the articles of association of the charitable company.

There were no other related party transactions that have occurred during the year (2022: none).

19 COMMITMENTS UNDER OPERATING LEASES

At 31 December 2023 the Company had future minimum lease payments under non-cancellable operating leases as follows:

	2023	2022
	£	£
Land and buildings		
Not later than 1 year	36,000	34,167
Later than 1 and not later than 5 years	33,000	67,083
Later than 5 years	-	-
	69,000	101,250

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

England & Wales - Charity number 269003

Accounts

Company number: 01162325
Charity number: 269003

**NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(LIMITED BY GUARANTEE)**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2022

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

COMPANY INFORMATION

COMMITTEE OF MANAGEMENT	K Long (Chairman Designate) R Bailey (Chairman) (Resigned 29/03/2022) S Chia Father A Eburne (Vice Chairman) G Holland A Spray J Walker (Appointed 12/10/2022) H Worsley (Appointed 12/10/2022) T Bailey (Resigned 29/03/2022) Canon D Paul (Resigned 12/10/2022)
ADDITIONAL MEMBERS OF THE BOARD OF MANAGEMENT	Rob Thornton (Headmaster)
BURSAR	Mrs A Warne
COMPANY NUMBER	01162325
CHARITY NUMBER	269003
REGISTERED OFFICE	147 Dereham Road Norwich NR2 3TA
AUDITORS	Price Bailey LLP Chartered Accountants Statutory Auditors Anglia House 6 Central Avenue St Andrews Business Park Norwich NR7 0HR
BANKERS	HSBC Bank plc 18 London Street Norwich NR2 1LG
KEY MANAGEMENT PERSONNEL	Rob Thornton (Headmaster) Louise Campbell (Deputy Head) Kim Laudan (Deputy Head) Allison Warne (Bursar)

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

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NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2022

The Committee is pleased to submit its annual report and financial statements for the year ended 31 August 2022.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity number 269003
Company number 01162325

Directors and trustees

K Long (Chairman Designate)
R Bailey (Chairman) (Resigned 11/03/2022)
S Chia
Father A Eburne (Vice Chairman)
T Bailey (Resigned 13/03/2022)
A Spray
G Holland
Canon D Paul (Resigned 12/10/2022)
H Worsley (Appointed 12/10/2022)
J Walker (Appointed 12/10/2022)

Committee of Management

The directors of the charitable company ("the school") are the members of the Committee of Management and its trustees for the purpose of company and charity law.

Members

All members of the Committee of Management are members of the charitable company. The charitable company has no share capital and the liability of members is limited by the guarantee to contribute a maximum of £1 to the assets of the company in the event of its winding up. At 31 August 2022, the charitable company had 7 such members (2021: 8).

In the event of the charitable company being wound up with surplus funds, no members shall be entitled to participate in the distribution of the surplus. The funds remaining after settlement of all liabilities will be transferred to like organisations pursuing similar charitable objectives.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Notre Dame Preparatory School is a company limited by guarantee and registered under the Companies Act 2006, registration number 01162325. It is a registered charity, charity number 269003. The governing instrument for Notre Dame Preparatory School is its Memorandum and Articles of Association.

The governing body of the company is the Committee of Management and they act as trustees for the charity. The Committee is responsible for controlling the management and administration of the company.

Risk management

The trustees have identified the major risks to which they believe the school is exposed. Risks include but not limited to: Financial risk, safeguarding children, Covid-19, accidental injury, school trips, risk of vandalism, fire, intruders and trespassers. The School has robust policies, risk assessments and procedures in place to minimise risks within the school. See examples of risk management for the key areas below:

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2022**

Key Risk area	Safeguards in place
Safeguarding Children	• Regular staff training • Compliance with the ISI regulatory requirements • Safeguarding audits both internal and external • Agenda point at every senior management meeting • Three members of staff with up to date DSL training • Safer recruitment training • Regular monitoring of the Single Central Register • First aid policy • Medical emergency planning • 30+ staff trained in first aid • Robust procedures in place for the administration of medication • Robust procedures in place for children with allergies and specific dietary needs • Missing child policy • Deputy Head (Pastoral) co-ordinates pupil welfare support and initiatives.
Financial	• Appropriate scrutiny and authorisation of transactions • Regular financial reporting and projections to the governing body and the SMT • Accountants audit control • SAGE software support • Financial risk assessment in place
Fire	• Fire policy in place • Fire risk assessment in place that is reviewed regularly • Regular monitoring of fire alarm systems and equipment • Regular fire drills • Regular servicing and testing of electrical and gas systems • Daily site walks • Compliance with the ISI regulatory requirements
Health & Safety General	• Robust Health & Safety policy in place • Risk assessments completed for each area of risk. Departmental review takes place when anything changes or annually for no other reason. • Governor led Health & Safety Committee • Regular monitoring of key areas such as Fire, First Aid, COSHH, Legionella, Asbestos and Food Safety
Intruders	• Main entry gates and doors controlled by magnetic locks and a buzzer and intercom system • Site gates locked immediately after pick up and drop off • Alarm system installed with is monitored externally • Risk assessment in place
School Trips	• Visits & Trips Policy in place • Individual risk assessments completed for each trip by the event lead • Missing child policy and protocols
Covid-19	• Covid-19 policy in place • Covid-19 risk assessment in place that is updated regularly • Additional cleaning protocols • Following latest government and DFE advice • Outbreak Management Plan in place and critical incident monitoring • Visitors inside the building restricted

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2022**

HR & Staff Welfare	• SAGE HR support • Staff training – 3 year development plan in place • Member of ISBA • Staff induction procedures • Regular updates to staff and inset training • SMT have an open door policy • Deputy Head (Pastoral) – co-ordinates staff welfare support • Staff mental health initiatives • Staff handbook • Staff code of conduct and behaviour policy
Other General Points of Note	• Regular governor, SMT and staff meetings are held in order to head off problems before they become an issue • Risk register is in place which is updated at regular intervals. • The school is a member of The Independent Schools Association (ISA), The Independent Schools Bursars' Association (ISBA) and The Association of Governing Bodies of Independent Schools (AGBIS). These organisations offer a wealth of support to the school from, general guidance over the telephone to providing template documents for key policies and information relating to best practice. • The governing body is made of members from varying backgrounds and skill sets. This breadth of experience and knowledge feeds into the school and helps to identify areas for improvement and ensure that the school is moving forward safely and effectively. • Headmaster is an ISI inspector

In addition, from time to time, the school will instigate an independent audit of an area of the school compliance i.e. Health & Safety and Safeguarding. Such audits ensure that the schools procedures are independently scrutinised and help keep the exposure to potential risk low.

Appointment of trustees

All members are circulated with a notice prior to the AGM which notifies them of the members who retire by rotation and if eligible, offer themselves for re-election.

Trustee induction and training

All future trustees will receive briefing as to their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes and recent financial performance of the charitable company.

Arrangements for setting pay and remuneration of key management personnel

The Senior Leadership Team remuneration is set according to industry standards pertaining to school size and numbers of children on roll. The headmaster is responsible for setting the deputy heads' and bursar's pay, and the governing body is responsible for setting the headmaster's pay in accordance with DFE guidelines.

Organisation

The Committee meets regularly and a manager is appointed by the trustees to manage the day to day operations of the charitable company.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 AUGUST 2022

OBJECTIVES AND ACTIVITIES

Objectives

The objective of the school is the advancement of education in a Catholic context, but to children of all faiths or none.

Originally founded by the Sisters of Notre Dame in Surrey Street, Norwich in 1864, the school was transferred to Dereham Road in August 1973. The Preparatory School maintains the traditions and spirit of the Sisters of Notre Dame de Namur.

Mission Statement

As a Roman Catholic school we endeavour to nurture a love of God through Jesus Christ in all our children. The school has an ethos of love and care and embraces children of all faiths.

Children are treated as individuals, respected, nurtured and encouraged to embrace and fulfil their potential in all areas of school life.

We foster positive relationships with peers and adults, and strive to engender mutual respect in all.

We provide a wide-range of extra-curricular activities in order to develop the talents of each child.

The primary purpose of Notre Dame Preparatory School is the advancement of education for children. Inextricably linked with this purpose is the aim of contributing to the public good. Notre Dame Prep School aims to contribute considerable public benefit to the local, national and international community.

Pupils are encouraged and expected to develop an understanding of, and a commitment to, public benefit values as an integral part of their education. Pupils absorb these values both consciously and unconsciously and the School tries to deliver an appropriate programme in both a structured and unstructured way, and to lead by example.

The school measures its success using national standardised scores for children in their last year and before embarking on secondary school education. SATS scores indicate that Notre Dame is the leading Preparatory School in East Anglia although the school prides itself on the happy and well-rounded young people that generally are able to access secondary schools of choice.

PUBLIC BENEFIT

Perhaps the greatest public benefit that Notre Dame Prep School can offer is the affordable provision of an education that maximises the likelihood of its pupils developing into principled, informed, open minded and confident citizens who respect the beliefs of others and who are determined to make a positive contribution to society. As a Catholic School we actively encourage a multi-cultural and multi-faith approach. The trustees have had due regard to the Charity Commission guidance on public benefit.

Public benefit at local level

1. Education at Notre Dame Prep School

The School educates approximately 180 children from the local area. The School provides a co-educational, academic, primary school and nursery education.

- Entry to Notre Dame Prep School is open to all children, irrespective of creed or culture.
- The entrance procedure is designed to be as fair as possible.
- The school strives to keep the fees at a level that makes them affordable.
- Bursaries are available for parents who need financial help and support. Approximately 16% (2021: 17%) of parents receive some help. The total bursaries given in the year amounts to £56,736 (2021: £79,964).

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 AUGUST 2022

2. Active Service by Pupils

- Children sing and perform in local churches and have also entertained in a residential home for the elderly and at the Bishop's garden to support Door to Door. More able choristers prepare for induction into the school's Schola Cantorum and perform at the Cathedral.
- Children raise funds for various charities e.g. Save the Children, Book Trust, Cafod and Street Child.
- Food collection for the Salvation Army and Food Bank at Christmas.

3. Active Service by Staff

- Members of staff are involved in and accompany children when undertaking charitable works.
- Individual members of staff serve or have served the local community in the following areas: reading in church, Eucharistic ministerial duties, coaching skills at local sports clubs, performing in concerts and singing in choirs, local charity work and playing local sport.
- One member of staff recently 'Braved the Shave' for Macmillan Cancer Support with another member of staff completing the Three Peaks Challenge which raised funds for Street Child.

4. Links with other organisations

- Opportunities are provided by the school for UEA PGCE students to undertake their training. We usually cater for as many as 6 students per year.
- The school provides training opportunities for college students and we provide many placements during the year.
- We provide apprenticeship opportunities in partnership with Norwich City College.
- Work experience opportunities are offered to local secondary school pupils.
- We provide opportunities for candidates wishing to pursue a career in teaching to do observations prior to University.
- We provide our premises free of charge to the Christian church next door on a regular basis.

5. Charity fundraising

- The whole School community is involved in raising money for local charities as well as national and international ones i.e. Door to Door, World Vision, CAFOD and Save the Children.

The school understands its duty to protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate, but does not currently fundraise from the public apart from the above noted activities, nor uses any internal fundraisers or external fundraising agencies for either telephone or face-to-face campaigns. No fundraising complaints were received during the year.

6. Sport

- Notre Dame Prep School is an active member of the Norwich Schools Sports Partnership which brings together state and independent schools.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 AUGUST 2022

7. General Facilities

- The school car park is used weekly by our neighbours; The Seventh-Day Adventist Church regularly use the whole school including our kitchen facilities for meetings and celebrations. They also use the field for picnics and play for their children after their Saturday Service. We do not charge for these facilities.
- The school facilities are used for external music, speech and drama exams and activities for outside pupils at no charge.
- The school operates its own holiday club outside of term-time for all pupils that attend the school. The holiday club is run during the main Christmas, Easter and Summer breaks and offers a full and fun packed programme of activities for all children from age 2 to 11

8. The Environment

- The School endeavors to reduce its own waste and now recycles approximately 75% of all waste products through our local waste contractor.
- The school has become 'greener' through the purchasing of wasteland which has become a green area through the planting of new shrubs, a lawn, plants and flowers. This area is continually developed and improved.
- The school has become 'greener' through new hedges and planters; development continues in this respect.
- Six trees have been planted on the site to replace the three that needed to be felled for safety reasons.
- During the 2018/19 academic year the school reduced its use of single use plastic considerably across the whole school from the kitchen to the classroom and at PTA events.
- The school building recently had an energy performance survey completed. As a result the school is looking into how to improve insulation in the older parts of the school therefore reducing heat loss and energy usage; this has been updated in the school's development plan.

Public benefit at national level

- Children in the independent sector are not educated at the taxpayers' expense, releasing funds for use elsewhere.

ACHIEVEMENTS AND PERFORMANCE

Review

There have been no changes in activities during the year, all of which are pursued for charitable purposes.

Notre Dame Prep School is now the leading Prep School in East Anglia according to the Times Top 100 Prep Schools. This table is driven by SATs results taken by our Year 6 cohort at the end of each academic year. This is an excellent achievement considering the school is non-selective and represents dedication and hard work from staff and pupils alike.

In response to Covid-19 the school launched its online learning provision from scratch in March 2020. This online platform has continued to be used since this time as an online teaching resource and has gone from strength to strength. In addition, since the relaxation of Covid restrictions the school has maintained robust health and safety procedures which are updated regularly in line with the latest guidance to protect the whole school community from any unnecessary risk. All teachers and support staff have worked tirelessly to deliver quality education in school and online (when required) and ensure that the school environment is as clean and safe as it can be.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 AUGUST 2022

The 2019/20 academic year saw the complete rebuild of the school's website and this continues to be updated regularly. This is a key shop window for the school and contains essential information for existing parents and potential new admissions alike along with all the required regulatory information. The new layout makes the website much easier to navigate and also contains photographs of key personnel including how to contact the DSL.

Staff and pupil welfare have always been front and centre at Notre Dame Prep School but the pandemic highlighted that we could do more to support this. The senior management team have been working hard to implement wellbeing sessions for both pupils and staff and give extra support where necessary. A mental wellbeing strategy is in place headed up by the Deputy Head Pastoral. This helps to ensure that pupils, parents and staff alike have people to go to and information at hand to assist them when required; a regular PSHE newsletter is sent out to parents. Wellbeing is screened in all children from Prep 2 upwards using Butler Self Image Profiles.

In previous years we have invested substantially in the school building in order to improve facilities for our school community:

To facilitate improved lunch provision the school invested approximately £220,000 in building and fitting out a new professional kitchen. The work took place during the summer of 2017 ready for the start of the 2017/18 academic year. The kitchen has provided the school with the opportunity to provide fresh, healthy cooked food on site for all pupils.

During the summer of 2019 the school invested a further £350,000 in an extension that was added to the school replacing the existing mobile classroom. The extension incorporated new office and classroom space and allowed for the library to be moved downstairs and extended. Not only did the extension improve the facilities and learning space for the pupils the addition of a purpose-built reception/office area improved security.

Further investment in the EYFS has taken place over the last couple of years with improvements to the outside play spaces. This includes the installation of all-weather canopies directly outside the EY classrooms and more accessible and direct access to the school garden with improved resources.

The Statement of Financial Activities is set out in page 14 and shows the income and application of resources for the year.

FINANCIAL REVIEW

Total income for the year was £1,207,077 compared to £1,177,618 in 2021 and total costs were £1,313,235 compared to £1,290,577 in 2021.

The above has resulted in a net deficit during the year on unrestricted funds of £105,990 (2021: deficit of £112,761). The balance on the general fund at 31 August 2022 was £841,346 (2021: £947,336). These funds are held to support the future development of the charitable activities.

The balance on restricted funds at 31 August 2022 was £280 (2021: £448).

At the year end, the school had 178 pupils (2021: 183).

The reduction in pupil numbers is due to a large cohort of pupils leaving the top end of the school in Prep 6 in July with a lower than expected intake into Pre-Prep and Nursery in September 2021.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 AUGUST 2022

Reserves policy

The policy set by the Committee is as follows:

- 3 months running costs, which amounts to approximately £350,000 is to be kept in reserve for unforeseen fiscal pressures.
- Reserves should provide funds to help meet the ongoing repair work needed to maintain the school building.

As at 31 August 2022 unrestricted funds were £841,346 (2021: £947,336) and free reserves (defined as net current assets within unrestricted funds) were £354,401 (2021: £394,874). The Committee believes the current level of reserves needs to be maintained given the policy above and budgets will be set over the coming years to achieve this.

GOING CONCERN, FUTURE DEVELOPMENTS AND EVENTS SINCE THE END OF THE YEAR

The current economic climate is a difficult one for all concerned as both business and family budgets are squeezed and just coming of the back of the Covid-19 pandemic makes it challenging times indeed. This is why it is more important than ever to ensure that the school is always looking to the future and that full and proper plans and projections are in place.

Below are some examples of the schools current and future plans:

- The school has concentrated a great deal of effort in marketing and getting expert help in this regard. This is to ensure that the business has a strong online presence that is targeted to the right demographic and that all communications, adverts and the website are consistent in approach.
- Our Open Mornings are now held during the working week instead of the weekend with a revamped format. These have proved to be much more successful as parents can see the school in action on their tours which gives them the proper feel for the school and how we operate.
- The school brought the holiday club provision back in-house from December 2022 in order that we can offer childcare outside of term-time for all our pupils aged from 2 to 11. The school is looking to grow this area in the next 12 months
- Since Covid-19 hit our Toddler group has been closed, however, from January 2023 this has been reinstated and rejuvenated. This group serves the local community and also can also attract children into the nursery and main school.
- The school is currently looking to invest in improving lighting and insulation in the building to help to offset increased fuel costs which are likely to remain high for the foreseeable future
- The extension of the nursery provision to a 50 week a year setting is still being considered. Full plans for this have not yet been finalised but are currently being worked on.

From the beginning of the Covid-19 pandemic the trustees of the finance committee have carefully considered the financial impact on the charity and likewise, with the current cost of living crisis. All decisions that are made are based on full and proper financial projections and have shown that the business has sufficient cash reserves to maintain viability for at least one year ahead from the date of approval of these accounts. The pandemic and subsequent economic climate has brought home the importance of having a well-planned and thought through reserves policy and has proven that the NDPS reserves policy has stood the school in good stead during a difficult few years and afforded a solid buffer.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 AUGUST 2022

Statement of trustees' responsibilities

The Trustees (who are also directors of Notre Dame Preparatory School for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the directors are required to:

1. select suitable accounting policies and then apply them consistently;
2. observe the methods and principles in the Charities SORP 2019 (FRS 102);
3. make judgments and accounting estimates that are reasonable and prudent;
4. state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
5. prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Statement of disclosure to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

So far as that Trustee is aware,

- there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charitable company's auditors in connection with preparing their report and to establish that the charitable company's auditors are aware of that information.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

AUDITORS

A resolution proposing that Price Bailey LLP be reappointed as auditors of the school will be put to the members at the Annual General Meeting.

By order of the Board



K Long (Mar 23, 2023, 9:04am)

Director / Trustee

Date:

23 Mar 2023

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

Opinion

We have audited the financial statements of Notre Dame Preparatory School (Norwich) Ltd (the 'charitable company') for the year ended 31 August 2022 which comprise Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the related notes, including significant accounting policies. 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 and Republic of Ireland* (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 for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the 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 we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' 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 significant 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 authorised for issue.

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

Other information

The other information comprises the information included in the report of the committee of management, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the report of the committee of management. 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.

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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

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 report of the Committee of Management for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the report of the Committee of Management has 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 report of the committee of management.

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 Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the Trustees 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 report of the Committee of Management and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 11, 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 but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and we report in accordance with regulations made under that Act.

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.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED**

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

We gained an understanding of the legal and regulatory framework applicable to the Charity and the sector in which it operates and considered the risk of the Charity not complying with the applicable laws and regulations including fraud in particular those that could have a material impact on the financial statements. This included those regulations directly related to the financial statements, including financial reporting, and tax legislation. In relation to the operations of the Charity this included compliance with the Charities Act 2011 and SORP 2019.

The risks were discussed with the audit team and we remained alert to any indications of non-compliance throughout the audit. We carried out specific procedures to address the risks identified. These included the following:

- We reviewed systems and procedures to identify potential areas of management override risk. In particular, we carried out testing of journal entries and other adjustments for appropriateness;
- We reviewed minutes of Committee of Management meetings and other relevant sub-committees for any evidence of instances of fraud or non-compliance.
- We made enquiries with the senior management team to identify laws and regulations applicable to the Charity.
- We reviewed the risk management processes and procedures in place.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at <https://www.frc.org.uk/auditors/audit-assurance/auditor-s-responsibilities-for-the-audit-of-the-fi/description-of-the-auditor%E2%80%99s-responsibilities-for>. The description forms part of our auditor's report.

Use of our report

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



Helena Wilkinson (Senior Statutory Auditor)

For and on behalf of

PRICE BAILEY LLP

Chartered Accountants

Statutory Auditors

Anglia House

6 Central Avenue

Thorpe St Andrew

NR7 0HR

Date: 28 March 2023

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 AUGUST 2022**

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2022 £	Total funds 2021 £
INCOME					
Grants and donations	3	-	7,160	7,160	-
Income from charitable activities	4	1,199,773	-	1,199,773	1,166,137
Other income (Profit on disposal of investment)		-	-	-	10,550
Investment income	5	144	-	144	931
TOTAL INCOME		1,199,917	7,160	1,207,077	1,177,618
EXPENDITURE					
Expenditure on charitable activities:					
Operation of the school	6	1,312,866	368	1,313,234	1,290,577
NET (EXPENDITURE)/INCOME IN THE YEAR		(112,949)	6,792	(106,157)	(112,959)
Transfers between funds		6,960	(6,960)	-	-
NET MOVEMENT IN FUNDS		(105,989)	(168)	(106,157)	(112,959)
Funds brought forward		947,336	448	947,784	1,060,743
TOTAL FUNDS CARRIED FORWARD		841,347	280	841,627	947,784

The Statement of Financial Activities has been prepared on the basis that all operations are continuing operations.

There are no recognised gains or losses other than the net expenditure for the year.

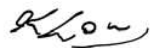
The notes on pages 19 to 30 form part of these financial statements.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
REGISTERED NUMBER: 01162325

BALANCE SHEET
AS AT 31 AUGUST 2022

	Note	£	2022 £	£	2021 £
FIXED ASSETS					
Tangible assets	11		495,226		552,908
CURRENT ASSETS					
Investments	12	-	-		
Debtors	13	30,980		35,508	
Cash at bank and in hand		504,317		547,307	
		535,297		582,815	
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR					
	14	(188,896)		(187,941)	
NET CURRENT ASSETS					
		346,401		394,874	
TOTAL ASSETS LESS CURRENT LIABILITIES					
		841,627		947,784	
FUNDS					
Restricted funds	15		280		448
Unrestricted funds			841,347		947,336
TOTAL FUNDS					
			841,627		947,784

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime within Part 15 of the Companies Act 2006. The financial statements were approved by the Board of Trustees on 23 Mar 2023 and signed on their behalf by:



K Long (Mar 23, 2023, 9:04am)
 Director / Trustee

The notes on pages 19 to 30 form part of these accounts.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 AUGUST 2022**

	2022 £	2021 £
Cash used in operating activities		
Net movement in funds	(106,157)	(112,959)
Add back depreciation charge	78,697	76,390
Deduct interest income shown in investing activities	(144)	(931)
(Profit) on sale of fixed asset investment	-	(10,550)
Decrease / (increase) in debtors	4,528	8,617
Increase / (decrease) in creditors	957	38,727
Net cash used in operating activities	(22,119)	(706)
Cash flows from investing activities		
Interest income	144	931
Purchase of tangible fixed assets	(21,015)	(34,427)
Proceeds from sale of fixed asset investment	-	202,394
Cash used in investing activities	(20,871)	168,898
Increase / (decrease) in cash and cash equivalents in the year	(42,990)	168,192
Cash and cash equivalents at the beginning of the year	547,307	379,115
Total cash and cash equivalents at the end of the year	504,317	547,307
Cash and cash equivalents consists of:		
Cash at bank and in hand	504,317	547,307
Cash and cash equivalents at 31 August 2022	504,317	547,307

The notes on pages 19 to 30 form part of these accounts.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2022

1 CONSTITUTION

The charitable company is a registered charity and is limited by guarantee. The liability of each of the members is limited to £1 each. The registered office is 147 Dereham Road, Norwich, Norfolk, NR2 3TA.

At 31 August 2022, the charitable company had 7 such members (2021: 9).

The financial statements are presented in sterling which is the functional currency of the company rounded to the nearest pound. The company is incorporated in England and Wales.

2 ACCOUNTING POLICIES

The significant accounting policies used in the preparation of these financial statements are:

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 and Republic of Ireland (FRS 102) (effective 1 January 2019) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland, and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

2.2 GOING CONCERN

The financial statements have been prepared on a going concern basis. Covid-19 still had somewhat of an impact on the school's activities during the 2021/22 year. There have been ongoing costs with respect to covering staff sickness, a full extra-curricular programme was not restored until January 22 and many of the same cleaning regimes and associated costs remained in place during the last academic year. The cost of living crisis hit all sectors in 2022 and the school's expenditure is much higher as a result. It is important to note though that full and proper financial projections have been completed and despite the loss for the year, confirm that the business has sufficient cash reserves to maintain viability for at least one year from the date of these accounts.

The school has recently employed a new marketing strategy in order to boost admissions into the school, particularly the lower end. In addition, the school now organises and runs its own holiday club which is an additional service offered to parents for the majority of the main holiday periods and this is expected to boost income and interest in the school generally. The school continues to consider a 50 week a year nursery provision and outline plans for this are in the process of being drawn up, however, this will very much depend on the success of the holiday club moving forward. Finally, a Toddler Group has recently been reinstated at the school. This will assist with making Notre Dame Prep more visible to local parents who might not necessarily have known what is on offer to them at the school which could potentially lead to more nursery admissions in particular.

Sensible controls on spending have been implemented without sacrificing the necessary investment in the school to maintain and improve standards and keep NDPS moving forward.

2.3 TUITION FEES

Tuition fees represent school fees and similar income charged which are all within the United Kingdom.

2.4 DONATIONS

Donations are accounted for on a receivable basis in accordance with the Statement of Recommended Practice for Charities.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2022

2.5 GRANT INCOME

Income from local authority grants are recognised when the charity has entitlement to the funds, any performance conditions attached to the grant have been met, it is probable that the income will be received, and the amount can be measured reliably and is not deferred.

2.6 INTEREST RECEIVABLE

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

2.7 FUND ACCOUNTING

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the term of an appeal.

2.8 EXPENDITURE

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT which cannot be recovered, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

2.9 STAFF TERMINATION COSTS

Redundancy and termination costs are recognised as an expense in the Statement of Financial Activities and a liability on the Balance Sheet immediately at the point the charity is demonstrably committed to either:

- Terminate the employment of an employee before normal retirement date; or
- Provide termination benefits as a result of an offer made to encourage voluntary redundancy

2.10 LEASED ASSETS

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

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2022

2.11 TANGIBLE FIXED ASSETS

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided on all assets other than freehold land, in order to write down the cost of each asset to its residual value over its estimated useful economic life.

The principal annual rates used are:

- Motor vehicles	25% reducing balance
- Property improvements	
- Car park	over remainder of 10 year lease term
- Playground	15% reducing balance
- Other	10% straight line
- Equipment	15% reducing balance
- Land	Not depreciated

2.12 INVESTMENTS

Investment property is included in the balance sheet at the Trustees' best estimate of open market value. Any adjustment to market value is taken to the statement of financial activities in the year.

2.13 DEBTORS

Trade and other debtors are recognised at the settlement amount due and prepayments are valued at the amount prepaid net of any trade discounts due.

2.14 CASH AT BANK AND IN HAND

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.15 CREDITORS

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. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2.16 FINANCIAL INSTRUMENTS

The school only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value, which is at cost, with the exception of:

- Investments which are measured at their fair value as at the balance sheet date;
- Fixed assets are measured at cost less depreciation;

Financial assets include trade debtors, investment property and cash and cash equivalents.

Financial liabilities include trade creditors, accruals, social security and other taxes.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022**

2.17 PENSIONS

The school operates a defined contribution plan for non-teaching staff. A defined contribution plan is a pension plan under which the trust pays fixed contributions into a separate entity. Once the contributions have been paid the school has no further payment obligations.

The contributions are recognised as an expense in the Statement of Financial Activity when they fall due. Amounts not paid are shown in accruals as a liability in the Balance Sheet. The assets of the plan are held separately from the school in independently administered funds.

Retirement benefits to teaching staff of the school are provided by the Teachers' Pension Scheme ('TPS'). The TPS is an unfunded scheme and contributions are calculated so as to spread the cost of pensions over employees' working lives with the school in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary on the basis of quadrennial valuations using a prospective unit credit method. As stated in note 18, the TPS is a multi-employer scheme with no underlying assets to assign between employers. Consequently, the TPS is treated as a defined contribution scheme for accounting purposes and the contributions recognised in the period to which they relate.

2.18 JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. No judgements (apart from those involving estimates) have been made in the process of applying the above accounting policies. The key estimates made in applying the above accounting policies are the useful economic lives attributed to tangible fixed assets, and the valuation of investment property. There are no key assumptions concerning the future, nor key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

3 GRANTS AND DONATIONS

	2022	2021
	£	£
Grants and donations	7,160	-
All grants and donations received during the year were restricted.		

4 INCOME FROM CHARITABLE ACTIVITIES

	2022	2021
	£	£
Tuition fees	1,092,322	1,070,093
Grants from Local Authority	76,239	78,151
Other income	31,212	17,893
	1,199,773	1,166,137

All income from charitable activities in 2022 and 2021 was unrestricted. Grants were received from Norfolk County Council relating to Early Years Funding for 3 and 4 year olds. The funding agreement was for the period from 1st September 2021 to 31st August 2022 and is renegotiated annually. There were no unfulfilled conditions at the year-end.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022**

5 INVESTMENT INCOME

All of the charity's investment income of £144 (2021: £931) arises from money held in interest bearing savings accounts and is unrestricted.

6 ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

Operation of the school:	2022 £	2021 £
Direct costs	1,077,863	1,066,877
Support costs	235,371	223,700
	1,313,234	1,290,577
 Analysis of support costs:	 2022 £	 2021 £
Salaries and wages	133,735	120,228
Governance costs (note 7)	15,222	14,409
Advertising	6,289	11,493
Travelling	310	171
Postage & Carriage	213	240
Telephone	5,783	3,617
Office Supplies	1,234	459
IT Equipment Maintenance / Support	12,863	11,563
Repairs & Renewals	28,473	28,764
Cleaning	13,904	16,944
Bank Charges	401	1,693
Subscriptions	16,944	14,119
	235,371	223,700

Expenditure on charitable activities totalled £1,313,235 (2021: £1,290,577) of which £368 was restricted (2021: £198) and £1,312,867 was unrestricted (2021: £1,290,379).

7 GOVERNANCE COSTS

	2022 £	2021 £
Audit and accountancy fees	7,500	5,850
Other legal and professional fees	7,722	8,559
	15,222	14,409

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022**

8 NET INCOME

	2022	2021
	£	£
This is stated after charging:		
Depreciation of owned assets	78,697	76,390
Profit on disposal of fixed assets	-	10,550
Operating lease payments for rent of land and buildings	33,000	33,000
Auditor's remuneration – audit fee	5,350	4,800
Auditor's remuneration – non-audit services	4,810	1,050

9 STAFF COSTS, TRUSTEE REMUNERATION AND EXPENSES, AND THE COST OF KEY MANAGEMENT PERSONNEL

	2022	2021
	£	£
The costs incurred during the year were:		
Wages and salaries	756,253	724,076
Social security costs	57,905	56,929
Other pension costs	120,181	93,684
	934,339	874,689

The number of higher paid employees was:

	2022	2021
	No.	No.
In the band £70,001 - £80,000	-	1
In the band £80,001 - £90,000	1	-

Pension costs are allocated to activities in proportion to the related staffing costs incurred and are wholly charged to unrestricted funds.

The directors or members of the committee of management were not paid or received any other benefits from employment with the school in the year (2021: NIL) neither were they reimbursed any expenses during the year (2021: NIL). No charity trustee received payment for professional or other services supplied to the charity (2021: NIL).

The key management personnel of the charity comprise the Head teacher, two Deputy Head teachers and the Bursar. The total employee benefits of the key management personnel of the Charity were £256,156 (2021: £235,085).

10 STAFF NUMBERS

The average number of employees during the year was 39 staff (2021: 37 staff).

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022**

11 TANGIBLE FIXED ASSETS

	Motor Vehicles £	Land £	Equipment £	Property Improvements £	Total £
COST					
At 1 September 2021	38,394	29,000	272,946	648,149	988,489
Additions	-	-	3,960	17,055	21,015
Disposals	-	-	-	(9,032)	(9,032)
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 August 2022	38,394	29,000	276,906	656,172	1,000,472
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
DEPRECIATION					
At 1 September 2021	31,566	-	156,938	247,077	435,581
Charge for the year	1,707	-	17,576	59,414	78,697
On Disposals	-	-	-	(9,032)	(9,032)
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 August 2022	33,273	-	174,514	297,459	505,246
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
NET BOOK VALUE					
At 31 August 2022	5,121	29,000	102,392	358,713	495,226
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 August 2021	6,828	29,000	116,008	401,072	552,908
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

The fixed assets are used for charitable purposes.

Property improvements include playground equipment which was purchased by way of a donation from The Parent Teacher Association. The closing net book value was £164 (2021: £310) and there was a depreciation charge of £146 (2021: £172) during the year.

Equipment includes computers with a net book value of £116 (2021: £138) and a depreciation charge of £22 (2021: £26) which have been purchased with restricted funds.

Motor vehicles include a minibus which was partly purchased by way of donations. All restricted funds have been utilised through depreciation charges.

Included in property improvement disposals is a canopy purchased with donated funds. All restricted funds had been utilised through depreciation charges prior to the disposals. No consideration was received.

These entries have been included within restricted funds.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022**

12 INVESTMENTS

	2022 £	2021 £
Value bought forward	-	191,844
Disposals	-	(191,844)
Value carried forward	-	-

In the year ended 31 August 2021, the school disposed of 4 Adelaide Street, Norwich.

13 DEBTORS

	2022 £	2021 £
Trade debtors	8,354	23,442
Prepayments and accrued income	22,626	12,066
	30,980	35,508

14 CREDITORS – AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade creditors	5,329	5,364
Deposits and fees paid in advance	151,457	149,201
Accruals	17,471	20,457
Social security and other taxes	14,639	12,919
	188,896	187,941

DEFERRED INCOME

Deferred income relates to fees paid in advance:

	2022 £	2021 £
Fees in advance brought forward	102,813	72,557
Amounts deferred during the year	102,908	102,813
Amounts released during the year	(102,813)	(72,557)
Fees in advance carried forward	102,908	102,813

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022**

15 RESTRICTED FUNDS

	At 1 September 2021 £	Income £	Expenditure £	Transfers £	At 31 August 2022 £
Computer equipment	138		- (22)	-	116
Playground	310	-	(146)	-	164
Canopy	-	6,960	-	(6,960)	-
Other donations	-	200	(200)	-	-
	<u>448</u>	<u>7,160</u>	<u>(368)</u>	<u>(6,960)</u>	<u>280</u>
	At 1 September 2020 £	Income £	Expenditure £		At 31 August 2021 £
Computer equipment	164	-	(26)		138
Playground	482	-	(172)		310
	<u>646</u>	<u>-</u>	<u>(198)</u>		<u>448</u>

The computer equipment and playground funds represent assets purchased from specific donations. The balance reflects their net book value, held for future depreciation to be charged against.

16 NET ASSETS BY FUND

	Unrestricted Funds £	Restricted Funds £	Total £
2022			
Fixed Assets	494,946	280	495,226
Current Assets	543,297	-	543,297
Current Liabilities	(188,896)	-	(188,896)
	<u>849,347</u>	<u>280</u>	<u>849,627</u>
	Unrestricted Funds £	Restricted Funds £	Total £
2021			
Fixed Assets	552,460	448	552,908
Current Assets	582,815	-	582,815
Current Liabilities	(187,941)	-	(187,941)
	<u>947,334</u>	<u>448</u>	<u>947,782</u>

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022**

17 ANALYSIS OF NET DEBT

2022	At start of period £	Cash flows £	At end of period £
Cash	547,307	(42,990)	504,317

18 PENSION COMMITMENTS

There are two pension schemes in place at the year end.

For non-teaching staff, the school operates a defined contributions 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 £24,331 (2021: £20,448). Contributions totalling £1,932 (2021: £1,963) were payable to the fund at the balance sheet date and are included in creditors.

The charity's academic and related staff belong to the Teachers' pension Scheme England and Wales. This is a multi-employer defined benefit scheme. The latest actuarial valuation of the TPS related to the period ended 31 August 2019. There were no outstanding or prepaid contributions at either the beginning or the end of the financial year.

Teachers' Pension Scheme

The Teachers' Pension Scheme (TPS or scheme) is a statutory, unfunded, defined benefit occupational scheme, governed by the Teachers' Pensions Regulations 2010 (as amended), and the Teachers' Pension Scheme Regulations 2014 (as amended). These regulations apply to teachers in schools and other educational establishments, including academies, in England and Wales that are maintained by local authorities. In addition, teachers in many independent and voluntary-aided schools and teachers and lecturers in some establishments of further and higher education may be eligible for membership.

Membership is automatic for full-time teachers and lecturers and, from 1 January 2007, automatic too for teachers and lecturers in part-time employment following appointment or a change of contract. Teachers and lecturers are able to opt out of the TPS.

The Teachers' Pension Budgeting and Valuation Account

Although members may be employed by various bodies, their retirement and other pension benefits are set out in regulations made under the Superannuation Act (1972) and Public Service Pensions Act (2013) and are paid by public funds provided by Parliament. The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis – contributions from members, along with those made by employers, are credited to the Exchequer under arrangements governed by the above Acts.

The Teachers' Pensions Regulations 2010 require an annual account, the Teachers' Pension Budgeting and Valuation Account, to be kept of receipts and expenditure (including the cost of pension increases). From 1 April 2001, the Account has been credited with a real rate of return, which is equivalent to assuming that the balance in the Account is invested in notional investments that produce that real rate of return.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022**

18 PENSION COMMITMENTS (CONTINUED)

Valuation of the Teachers' Pension Scheme

As a result of the latest scheme valuation employer contributions were increased in September 2019 from a rate of 16.4% to 23.6%. Employers also pay a charge equivalent to 0.08% of pensionable salary costs to cover administration expenses.

The next valuation is expected to take effect in 2023.

A copy of the latest valuation report can be found by following this link to the Teachers' Pension Scheme website: <https://www.teacherspensions.co.uk/news/employers/2019/04/teachers-pensions-valuation-report.aspx>

Scheme Changes

In December 2018, the Court of Appeal held that transitional protection provisions contained in the reformed judicial and firefighter pension schemes, introduced as part of public service pension reforms in 2015, gave rise to direct age discrimination and were therefore unlawful. The Supreme Court, in a decision made in June 2019, rejected the Government's application for permission to appeal the Court of Appeal's ruling and subsequently referred the case to an Employment Tribunal to determine a remedy which will need to be offered to those members of the two schemes who were subject of the age discrimination.

Since then, claims have also been lodged against the main public service schemes including the TPS. The Department has conceded those in line with the rest of the government. In July 2020 HM Treasury launched a 12-week public consultation which will provide evidence to support the delivery of an appropriate remedy for the affected schemes, including TPS.

A final remedy will be determined once the results of the consultation are established.

In December 2019, a further legal challenge was made against the TPS relating to an identified equalities issue whereby male survivors of opposite-sex marriages and civil partnerships are treated less favourably than survivors in same-sex marriages and civil partnerships. The Secretary of State for Education agreed not to defend the case. In June 2020, the Employment Tribunal recorded its findings in respect of the claimant. DfE is currently working to establish what changes are necessary to address this discrimination.

Any impact of these events will be taken into account when the next scheme valuation is implemented. This is scheduled to be implemented in April 2023, based on April 2020 data.

19 RELATED PARTY TRANSACTIONS

Legal fees totalling £nil (2021: £882) in respect of debt collection services and other advice were incurred during the year with Steele's Law, a firm in which R Bailey (former trustee) is a director. There was £nil outstanding at the year-end (2021: £nil).

There were no other related party transactions that have occurred during the year (2021: none).

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022**

20 COMMITMENTS UNDER OPERATING LEASES

At 31 December 2022 the Company had future minimum lease payments under non-cancellable operating leases as follows:

	2022 £	2021 £
Land and buildings		
Not later than 1 year	34,167	33,000
Later than 1 and not later than 5 years	67,083	98,333
Later than 5 years	-	-
	101,250	131,333

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

England & Wales - Charity number 269003

Accounts

Company number: 01162325
Charity number: 269003

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(LIMITED BY GUARANTEE)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2021

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

COMPANY INFORMATION

COMMITTEE OF MANAGEMENT

R Bailey (Chairman)
K Pearson (resigned 3 November 2021)
S Chia
Father A Eburne (Vice Chairman)
T Bailey
A Spray
G Holland
Canon D Paul
K Long (appointed 18 January 2021)

ADDITIONAL MEMBERS OF THE BOARD OF MANAGEMENT

Rob Thornton (Headmaster)

BURSAR

Mrs A Warne

COMPANY NUMBER

01162325

CHARITY NUMBER

269003

REGISTERED OFFICE

147 Dereham Road
Norwich
NR2 3TA

AUDITORS

Price Bailey LLP
Chartered Accountants
Statutory Auditors
Anglia House
6 Central Avenue
St Andrews Business Park
Norwich
NR7 0HR

BANKERS

HSBC Bank plc
18 London Street
Norwich
NR2 1LG

KEY MANAGEMENT PERSONNEL

Rob Thornton (Headmaster)
Louise Campbell (Deputy Head)
Kim Laudan (Deputy Head)
Allison Warne (Bursar)

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

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NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2021

The Committee is pleased to submit its annual report and financial statements for the year ended 31 August 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity number	269003
Company number	01162325

Directors and trustees

R Bailey (Chairman)
K Pearson (resigned 3rd November 2021)
S Chia
Father A Eburne (Vice Chairman)
T Bailey
A Spray
G Holland
Canon D Paul
K Long (appointed 18 January 2021)

Committee of Management

The directors of the charitable company ("the school") are the members of the Committee of Management and its trustees for the purpose of company and charity law.

Members

All members of the Committee of Management are members of the charitable company. The charitable company has no share capital and the liability of members is limited by the guarantee to contribute a maximum of £1 to the assets of the company in the event of its winding up. At 31 August 2021, the charitable company had 8 such members (2020: 9).

In the event of the charitable company being wound up with surplus funds, no members shall be entitled to participate in the distribution of the surplus. The funds remaining after settlement of all liabilities will be transferred to like organisations pursuing similar charitable objectives.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Notre Dame Preparatory School is a company limited by guarantee and registered under the Companies Act 2006, registration number 01162325. It is a registered charity, charity number 269003. The governing instrument for Notre Dame Preparatory School is its Memorandum and Articles of Association.

The governing body of the company is the Committee of Management and they act as trustees for the charity. The Committee is responsible for controlling the management and administration of the company.

Risk management

The trustees have identified the major risks to which they believe the school is exposed. Risks include but not limited to: Financial risk, safeguarding children, Covid-19, accidental injury, school trips, risk of vandalism, fire, intruders and trespassers. The School has robust policies, risk assessments and procedures in place to minimise risks within the school. See examples of risk management for the key areas below:

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2021**

Key Risk area	Safeguards in place
Safeguarding Children	• Regular staff training • Compliance with the ISI regulatory requirements • Safeguarding audits both internal and external • Agenda point at every senior management meeting • Three members of staff with up to date DSL training • Safer recruitment training • Regular monitoring of the Single Central Register • First aid policy • Medical emergency planning • 30+ staff trained in first aid • Robust procedures in place for the administration of medication • Robust procedures in place for children with allergies and specific dietary needs • Missing child policy • Deputy Head (Pastoral) co-ordinates pupil welfare support and initiatives.
Financial	• Appropriate scrutiny and authorisation of transactions • Regular financial reporting and projections to the governing body and the SMT • Accountants audit control • SAGE software support • Financial risk assessment in place
Fire	• Fire policy in place • Fire risk assessment in place that is reviewed regularly • Regular monitoring of fire alarm systems and equipment • Regular fire drills • Regular servicing and testing of electrical and gas systems • Daily site walks • Compliance with the ISI regulatory requirements
Health & Safety General	• Robust Health & Safety policy in place • Risk assessments completed for each area of risk. Departmental review takes place when anything changes or annually for no other reason. • Governor led Health & Safety Committee • Regular monitoring of key areas such as Fire, First Aid, COSHH, Legionella, Asbestos and Food Safety
Intruders	• Main entry gates and doors controlled by magnetic locks and a buzzer and intercom system • Site gates locked immediately after pick up and drop off • Alarm system installed with is monitored externally • Risk assessment in place
School Trips	• Visits & Trips Policy in place • Individual risk assessments completed for each trip by the event lead • Missing child policy and protocols
Covid-19	• Covid-19 policy in place • Covid-19 risk assessment in place that is updated regularly • Additional cleaning protocols • Following latest government and DFE advice • Outbreak Management Plan in place and critical incident monitoring • Visitors inside the building restricted

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 AUGUST 2021

HR & Staff Welfare	• SAGE HR support • Staff training – 3 year development plan in place • Member of ISBA • Staff induction procedures • Regular updates to staff and inset training • SMT have an open door policy • Deputy Head (Pastoral) – co-ordinates staff welfare support • Staff mental health initiatives • Staff handbook • Staff code of conduct and behaviour policy
Other General Points of Note	• Regular governor, SMT and staff meetings are held in order to head off problems before they become an issue • Risk register is in place which is updated at regular intervals. • The school is a member of The Independent Schools Association (ISA), The Independent Schools Bursars' Association (ISBA) and The Association of Governing Bodies of Independent Schools (AGBIS). These organisations offer a wealth of support to the school from, general guidance over the telephone to providing template documents for key policies and information relating to best practice. • The governing body is made of members from varying backgrounds and skill sets. This breadth of experience and knowledge feeds into the school and helps to identify areas for improvement and ensure that the school is moving forward safely and effectively.

In addition, from time to time, the school will instigate an independent audit of an area of the school compliance i.e. Health & Safety and Safeguarding. Such audits ensure that the schools procedures are independently scrutinised and help keep the exposure to potential risk low.

Appointment of trustees

All members are circulated with a notice prior to the AGM which notifies them of the members who retire by rotation and if eligible, offer themselves for re-election.

Trustee induction and training

All future trustees will receive briefing as to their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes and recent financial performance of the charitable company.

Arrangements for setting pay and remuneration of key management personnel

The Senior Leadership Team remuneration is set according to industry standards pertaining to school size and numbers of children on roll. The headmaster is responsible for setting the deputy heads' and bursar's pay, and the governing body is responsible for setting the headmasters pay in accordance with DFE guidelines.

Organisation

The Committee meets regularly and a manager is appointed by the trustees to manage the day to day operations of the charitable company.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 AUGUST 2021

OBJECTIVES AND ACTIVITIES

Objectives

The objective of the school is the advancement of education in a Catholic context, but to children of all faiths or none.

Originally founded by the Sisters of Notre Dame in Surrey Street, Norwich in 1864, the school was transferred to Dereham Road in August 1973. The Preparatory School maintains the traditions and spirit of the Sisters of Notre Dame de Namur.

Mission Statement

As a Roman Catholic school we endeavour to nurture a love of God through Jesus Christ in all our children. The school has an ethos of love and care and embraces children of all faiths.

Children are treated as individuals, respected, nurtured and encouraged to embrace and fulfil their potential in all areas of school life.

We foster positive relationships with peers and adults, and strive to engender mutual respect in all.

We provide a wide-range of extra-curricular activities in order to develop the talents of each child.

The primary purpose of Notre Dame Preparatory School is the advancement of education for children. Inextricably linked with this purpose is the aim of contributing to the public good. Notre Dame Prep School aims to contribute considerable public benefit to the local, national and international community.

Pupils are encouraged and expected to develop an understanding of, and a commitment to, public benefit values as an integral part of their education. Pupils absorb these values both consciously and unconsciously and the School tries to deliver an appropriate programme in both a structured and unstructured way, and to lead by example.

The school measures its success using national standardised scores for children in their last year and before embarking on secondary school education. SATS scores pre-Covid indicate that Notre Dame is the leading Preparatory School in East Anglia although the school prides itself on the happy and well-rounded young people that generally are able to access secondary schools of choice.

PUBLIC BENEFIT

Perhaps the greatest public benefit that Notre Dame Prep School can offer is the affordable provision of an education that maximises the likelihood of its pupils developing into principled, informed, open minded and confident citizens who respect the beliefs of others and who are determined to make a positive contribution to society. As a Catholic School we actively encourage a multi-cultural and multi-faith approach. The trustees have had due regard to the Charity Commission guidance on public benefit.

Public benefit at local level

1. Education at Notre Dame Prep School

The School educates approximately 200 children from the local area. The School provides a co-educational, academic, primary school and nursery education.

- Entry to Notre Dame Prep School is open to all children, irrespective of creed or culture.
- The entrance procedure is designed to be as fair as possible.
- The school strives to keep the fees at a level that makes them affordable.
- Bursaries are available for parents who need financial help and support. Approximately 17% of parents receive some help. The total bursaries given in the year amounts to £79,964 (2020: £83,093).

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 AUGUST 2021

2. Active Service by Pupils

- Children sing and perform in local churches and have also entertained in a residential home for the elderly and at the Bishop's garden to support Door to Door. More able choristers prepare for induction into the school's Schola Cantorum and perform at the Cathedral.
- Children raise funds for various charities e.g. Save the Children, Book Trust, Cafod and Street Child.
- Food collection for the Salvation Army and Food Bank at Christmas.

3. Active Service by Staff

- Members of staff are involved in and accompany children when undertaking charitable works.
- Individual members of staff serve or have served the local community in the following areas: reading in church, Eucharistic ministerial duties, coaching skills at local sports clubs, performing in concerts and singing in choirs, local charity work and playing local sport.

4. Links with other organisations

- Opportunities are provided by the school for UEA PGCE students to undertake their training. We usually cater for as many as 6 students per year.
- The school provides training opportunities for college students and we provide many placements during the year.
- We provide apprenticeship opportunities in partnership with Norwich City College.
- Work experience opportunities are offered to local secondary school pupils.
- We provide opportunities for candidates wishing to pursue a career in teaching to do observations prior to University.
- We provide our premises free of charge to the Christian church next door on a regular basis.

5. Charity fundraising

- The whole School community is involved in raising money for local charities as well as national and international ones i.e. Door to Door, World Vision, CAFOD and Street Child.
- A ball was held in March 2020 in aid of Street Child and Finbar's Force which raised significant funds for these charities
- Food Bank collection point.

The school understands its duty to protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate, but does not currently fundraise from the public apart from the above noted activities, nor uses any internal fundraisers or external fundraising agencies for either telephone or face-to-face campaigns. No fundraising complaints were received during the year.

6. Sport

- Notre Dame Prep School is an active member of the Norwich Schools Sports Partnership which brings together state and independent schools.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 AUGUST 2021

7. General Facilities

- The school car park is used weekly by our neighbours; The Seventh-Day Adventist Church regularly use the whole school including our kitchen facilities for meetings and celebrations. They also use the field for picnics and play for their children after their Saturday Service. We do not charge for these facilities.
- The school facilities are used for external music, speech and drama exams and activities for outside pupils at no charge.
- Our holiday club is run by an external company, United Education on the school premises. United education offer holiday camps for children from the age of 3 to 11 and the club is open to children who do not usually attend Notre Dame Prep School.

8. The Environment

- The School endeavors to reduce its own waste and now recycles approximately 75% of all waste products through our local waste contractor.
- The school has become 'greener' through the purchasing of wasteland which has become a green area through the planting of new shrubs, a lawn, plants and flowers. This area is continually developed and improved.
- The school has become 'greener' through new hedges and planters; development continues in this respect.
- Six trees have been planted on the site to replace the three that needed to be felled for safety reasons.
- During the 2018/19 academic year the school has reduced its use of single use plastic considerably across the whole school from the kitchen to the classroom and at PTA events.
- The school building recently had an energy performance survey completed. As a result the school is looking into how to improve insulation in the older parts of the school therefore reducing heat loss and energy usage; this has been updated in the school's development plan.

Public benefit at national level

- Children in the independent sector are not educated at the taxpayers' expense, releasing funds for use elsewhere.

ACHIEVEMENTS AND PERFORMANCE

Review

There have been no changes in activities during the year, (although some are still being impacted by Covid-19), all of which are pursued for charitable purposes.

Notre Dame Prep School is now the leading Prep School in East Anglia according to the Times Top 100 Prep Schools. This table is driven by SATs results taken by our Year 6 cohort at the end of each academic year. Although SATs have not taken place for the last couple of years due to Covid standards have been maintained; this is a proud achievement considering the school is non-selective and represents dedication and hard work from staff and pupils alike.

In response to Covid-19 the school launched its online learning provision from scratch in March 2020. This online platform has continued to be used in the past year when required and this online teaching resource has gone from strength to strength. In addition to this the school has implemented robust health and safety procedures which have been updated regularly in line with the latest guidance to protect the whole school community from any unnecessary risk. All of teachers and support staff have worked tirelessly to deliver quality education online and in school and ensure that the school environment is as clean and safe as it can be during this unprecedented time.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 AUGUST 2021

The 2019/20 academic year saw the complete rebuild of the schools website and this continues to be updated regularly. This is a key shop window for the school and contains essential information for existing parents and potential new admissions alike along with all the required regulatory information. The new layout makes the website much easier to navigate and also contains photographs of key personnel including how to contact the DSL.

Staff and pupil welfare have always been front and centre at Notre Dame Prep School but the pandemic highlighted that we could do more to support this. The senior management team have been working hard to implement wellbeing sessions for both pupils and staff and give extra support where necessary. A mental wellbeing strategy is in place headed up by the Deputy Head Pastoral. This helps to ensure that pupils, parents and staff alike have people to go to and information at hand to assist them when required; a regular PSHE newsletter is sent out to parents. Wellbeing is screened in all children from Prep 2 upwards using Butler Self Image Profiles.

In previous years we have invested substantially in the school building in order to improve facilities for our school community:

To facilitate improved lunch provision the school invested approximately £220,000 in building and fitting out a new professional kitchen. The work took place during the summer of 2017 ready for the start of the 2017/18 academic year. The kitchen has provided the school with the opportunity to provide fresh, healthy cooked food on site for all pupils.

During the summer of 2019 the school invested a further £350,000 in an extension that was added to the school replacing the existing mobile classroom. The extension incorporated new office and classroom space and allowed for the library to be moved downstairs and extended. Not only did the extension improve the facilities and learning space for the pupils the addition of a purpose built reception/office area improved security.

The Statement of Financial Activities is set out in page 14 and shows the income and application of resources for the year.

FINANCIAL REVIEW

Total income for the year was £1,177,618 compared to £1,228,454 in 2020 and total costs were £1,290,577 compared to £1,327,930 in 2020.

The above has resulted in a net deficit during the year on unrestricted funds of £112,761 (2020: deficit of £99,244). The balance on the general fund at 31 August 2021 was £947,336 (2020: £1,060,097). These funds are held to support the future development of the charitable activities.

The balance on restricted funds at 31 August 2021 was £448 (2020: £646).

At the year end, the school had 183 pupils (2020: 198). At the end of the 2018/19 academic year, the double year group has been in the school since 2012 left. This meant that the school returned to single form entry from September 2019, therefore, a reduction in pupil numbers has been seen. In addition to this the pressure of Covid-19 has seen numbers dip a little lower than expected especially within the Nursery. The school will endeavour, to increase pupil numbers to the 200 level and is currently evaluating the viability of increasing the number of weeks the Nursery provision is available.

The school was excited by the prospect of purchasing a neighbouring property with the intention of using this building to afford more space in the school and enable the pupil cohort to extend to years seven and eight. The property was purchased at auction in October 2019 but unfortunately the schools plans did not come to fruition as change of use was not granted by the City Council. Following this disappointment a decision was made to renovate the property and sell on. The financial investment in the Adelaide Street property has nevertheless been a solid one and the time and effort spent on the renovations has been worthwhile. The property is now in the process of being sold and this investment will realise a small surplus.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 AUGUST 2021

Reserves policy

The policy set by the Committee is as follows:

- 3 months running costs, which amounts to approximately £350,000 is to be kept in reserve for unforeseen fiscal pressures.
- Reserves should provide funds to help meet the ongoing repair work needed to maintain the school building.

As at 31 August 2021 unrestricted funds were £947,336 (2020: £1,060,097) and free reserves (defined as net current assets within unrestricted funds) were £394,874 (2020: £274,026). The Committee believes the current level of reserves needs to be maintained given the policy above and budgets will be set over the coming years to achieve this.

GOING CONCERN, FUTURE DEVELOPMENTS AND EVENTS SINCE THE END OF THE YEAR

Covid-19 has had a significant impact on the school's activities since 23rd March 2020. During the first lockdown in March 2020 and the second lockdown in January 2021 the school continued to offer onsite education for vulnerable children and pupils of key/critical workers.

For those children not physically attending school, online education is provided. This has resulted in a significant reduction in the fees charged for the summer term 2020 and a freeze on fees for the 2020/21 academic year. In addition to this, the pandemic has limited what we can offer with respect to extra-curricular clubs, after school care and holiday clubs, all of which has an impact on income.

From the beginning of the Covid-19 pandemic the trustees of the finance committee have carefully considered the financial impact on the charity. All decisions have been based on full and proper financial projections and have shown that the business has sufficient cash reserves to maintain viability for at least one year ahead from the date of approval of these accounts. The pandemic has brought home the importance of having a well-planned and thought through reserves policy and this crisis has proven that the NDPS reserves policy has stood the school in good stead during this difficult time and afforded a solid buffer.

There have been a number of positive impacts from Covid-19 as well and we will move forward with these as we come out the other side of the pandemic:

- Online learning is now an embedded part of the schools offer and will continue to be used moving forward to enhance the schools offer to pupils.
- Online meetings are often much more efficient and effective than those in person and will continue.
- The school has made huge strides with respect to pupil and staff wellbeing and its commitment to improve mental health.

The school is looking to the future and will shortly begin a consultation with the parents and staff to look into the viability of offering a 50 week a year nursery. This offer could be facilitated on the current site and would result more staff being employed from the local area.

Statement of trustees' responsibilities

The Trustees (who are also directors of Notre Dame Preparatory School for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT) FOR THE YEAR ENDED 31 AUGUST 2021

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the directors are required to:

1. select suitable accounting policies and then apply them consistently;
2. observe the methods and principles in the Charities SORP 2019 (FRS 102);
3. make judgments and accounting estimates that are reasonable and prudent;
4. state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
5. prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Statement of disclosure to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

So far as that Trustee is aware,

- there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charitable company's auditors in connection with preparing their report and to establish that the charitable company's auditors are aware of that information.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

AUDITORS

A resolution proposing that Price Bailey LLP be reappointed as auditors of the school will be put to the members at the Annual General Meeting.

By order of the Board

Father A Eburne
Director / Trustee
Date:

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

Opinion

We have audited the financial statements of Notre Dame Preparatory School (Norwich) Ltd (the 'charitable company') for the year ended 31 August 2021 which comprise Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the related notes, including significant accounting policies. 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 and Republic of Ireland* (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 2021, 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 for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the 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 we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' 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 significant 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 authorised for issue.

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

Other information

The other information comprises the information included in the report of the committee of management, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the report of the committee of management. 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.

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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

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 report of the Committee of Management for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the report of the Committee of Management has 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 report of the committee of management.

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 Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the Trustees 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 report of the Committee of Management and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 11, 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 but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and we report in accordance with regulations made under that Act.

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.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

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

We gained an understanding of the legal and regulatory framework applicable to the Charity and the sector in which it operates and considered the risk of the Charity not complying with the applicable laws and regulations including fraud in particular those that could have a material impact on the financial statements. This included those regulations directly related to the financial statements, including financial reporting, and tax legislation. In relation to the operations of the Charity this included compliance with the Charities Act 2011 and SORP 2019.

The risks were discussed with the audit team and we remained alert to any indications of non-compliance throughout the audit. We carried out specific procedures to address the risks identified. These included the following:

- We reviewed systems and procedures to identify potential areas of management override risk. In particular, we carried out testing of journal entries and other adjustments for appropriateness, and evaluating the business rational of any large or unusual transactions to determine whether they were significant to our assessment.
- We reviewed key controls, authorisation procedures and decision making processes for any unusual or one-off transactions.
- We reviewed minutes of Committee of Management meetings and other relevant sub-committees for any evidence of instances of fraud or non-compliance.
- We made enquiries with the senior management team to identify laws and regulations applicable to the Charity.
- We reviewed the risk management processes and procedures in place, including a review of the risk register and cyber security risk assessment.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at <https://www.frc.org.uk/auditors/audit-assurance/auditor-s-responsibilities-for-the-audit-of-the-fi/description-of-the-auditor%E2%80%99s-responsibilities-for>. The description forms part of our auditor's report.

Use of our report

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

Helena Wilkinson (Senior Statutory Auditor)
For and on behalf of
PRICE BAILEY LLP
Chartered Accountants
Statutory Auditors
Anglia House
6 Central Avenue
Thorpe St Andrew
NR7 0HR

Date:

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 AUGUST 2021**

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Total funds 2020 £
INCOME					
Grants and donations	3	-	-	-	250
Income from charitable activities	4	1,166,137	-	1,166,137	1,132,495
Other income (CJRS)		-	-	-	93,020
Other income (Profit on disposal of investment)		10,550	-	10,550	-
Investment income	5	931	-	931	2,689
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL INCOME		1,177,618	-	1,177,618	1,228,454
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
EXPENDITURE					
Expenditure on charitable activities:					
Operation of the school	6	1,290,379	198	1,290,577	1,327,930
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
NET (EXPENDITURE) IN THE YEAR		(112,761)	(198)	(112,959)	(99,476)
BEING NET MOVEMENT IN FUNDS					
Funds brought forward		1,060,097	646	1,060,743	1,160,219
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS CARRIED FORWARD		947,336	448	947,784	1,060,743
		<u> </u>	<u> </u>	<u> </u>	<u> </u>

The Statement of Financial Activities has been prepared on the basis that all operations are continuing operations.

There are no recognised gains or losses other than the net expenditure for the year.

The notes on pages 19 to 30 form part of these financial statements.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
REGISTERED NUMBER: 01162325

BALANCE SHEET
AS AT 31 AUGUST 2021

	Note	£	2021 £	£	2020 £
FIXED ASSETS					
Tangible assets	11		552,908		594,873
CURRENT ASSETS					
Investments	12	-		191,844	
Debtors	13	35,508		44,125	
Cash at bank and in hand		547,307		379,115	
			582,815	615,084	
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR					
	14	(187,941)		(149,214)	
NET CURRENT ASSETS					
			394,874		465,870
TOTAL ASSETS LESS CURRENT LIABILITIES					
			947,782		1,060,743
FUNDS					
Restricted funds	15		448		646
Unrestricted funds			947,336		1,060,097
TOTAL FUNDS					
			947,784		1,060,743

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime within Part 15 of the Companies Act 2006. The financial statements were approved by the Board of Trustees on _____ and signed on their behalf by:

Father A Eburne
 Director / Trustee

The notes on pages 19 to 30 form part of these accounts.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 AUGUST 2021**

	2021	2020
	£	£
Cash used in operating activities		
Net movement in funds	(112,959)	(99,476)
Add back depreciation charge	76,390	80,703
Deduct interest income shown in investing activities	(931)	(2,689)
(Profit) on sale of fixed asset investment	(10,550)	-
Decrease / (increase) in debtors	8,617	(5,549)
Increase / (decrease) in creditors	38,727	(138,422)
Net cash used in operating activities	(706)	(165,433)
Cash flows from investing activities		
Interest income	931	2,689
Purchase of tangible fixed assets	(34,427)	(247,894)
Proceeds from sale of fixed asset investment	202,394	-
Cash used in investing activities	168,898	(245,205)
Increase / (decrease) in cash and cash equivalents in the year	168,192	(410,638)
Cash and cash equivalents at the beginning of the year	379,115	789,753
Total cash and cash equivalents at the end of the year	547,307	379,115
Cash and cash equivalents consists of:	168,192	(410,638)
Cash at bank and in hand	<u>547,307</u>	<u>379,115</u>
Cash and cash equivalents at 31 August 2021	547,307	379,115

The notes on pages 19 to 30 form part of these accounts.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2021

1 CONSTITUTION

The charitable company is a registered charity and is limited by guarantee. The liability of each of the members is limited to £1 each. The registered office is 147 Dereham Road, Norwich, Norfolk, NR2 3TA.

At 31 August 2021, the charitable company had 9 such members (2020: 9).

The financial statements are presented in sterling which is the functional currency of the company rounded to the nearest pound. The company is incorporated in England and Wales.

2 ACCOUNTING POLICIES

The significant accounting policies used in the preparation of these financial statements are:

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 and Republic of Ireland (FRS 102) (effective 1 January 2019) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland, and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

2.2 GOING CONCERN

The financial statements have been prepared on a going concern basis. Covid-19 has clearly had a significant impact on the school's activities since 23rd March 2020 and the school has seen a reduction in income as a direct result, however, full and proper financial projections have been completed and confirm that the business has sufficient cash reserves to maintain viability for at least one year from the date of these accounts.

New admission enquiries continue to come forward indicating that pupil numbers are likely to be maintained and therefore the financial future of the school secured. In addition to this the school continues to look to the future and move forward and with a plan to consult on the viability of a 51 week a year nursery. This nursery provision will have the potential to boost pupil numbers in the EYFS and it would be hoped that this would feed through to the main school also.

2.3 TUITION FEES

Tuition fees represent school fees and similar income charged which are all within the United Kingdom.

2.4 DONATIONS

Donations are accounted for on a receivable basis in accordance with the Statement of Recommended Practice for Charities.

2.5 GRANT INCOME

Income from local authority grants are recognised when the charity has entitlement to the funds, any performance conditions attached to the grant have been met, it is probable that the income will be received, and the amount can be measured reliably and is not deferred.

2.6 INTEREST RECEIVABLE

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

2.7 FUND ACCOUNTING

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the term of an appeal.

2.8 EXPENDITURE

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT which cannot be recovered, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

2.9 STAFF TERMINATION COSTS

Redundancy and termination costs are recognised as an expense in the Statement of Financial Activities and a liability on the Balance Sheet immediately at the point the charity is demonstrably committed to either:

- Terminate the employment of an employee before normal retirement date; or
- Provide termination benefits as a result of an offer made to encourage voluntary redundancy

2.10 LEASED ASSETS

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

2.11 TANGIBLE FIXED ASSETS

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided on all assets other than freehold land, in order to write down the cost of each asset to its residual value over its estimated useful economic life.

The principal annual rates used are:

- Motor vehicles	25% reducing balance
- Property improvements	over remainder of 10 year lease term
- Car park	15% reducing balance
- Playground	10% straight line
- Other	15% reducing balance
- Equipment	Not depreciated
- Land	

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

2.12 INVESTMENTS

Investment property is included in the balance sheet at the Trustees' best estimate of open market value. Any adjustment to market value is taken to the statement of financial activities in the year.

2.13 DEBTORS

Trade and other debtors are recognised at the settlement amount due and prepayments are valued at the amount prepaid net of any trade discounts due.

2.14 CASH AT BANK AND IN HAND

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.15 CREDITORS

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. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2.16 FINANCIAL INSTRUMENTS

The school only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value, which is at cost, with the exception of:

- Investments which are measured at their fair value as at the balance sheet date;
- Fixed assets are measured at cost less depreciation;

Financial assets include trade debtors, investment property and cash and cash equivalents.
Financial liabilities include trade creditors, accruals, social security and other taxes

2.17 PENSIONS

The school operates a defined contribution plan for non-teaching staff. A defined contribution plan is a pension plan under which the trust pays fixed contributions into a separate entity. Once the contributions have been paid the school has no further payment obligations.

The contributions are recognised as an expense in the Statement of Financial Activity when they fall due. Amounts not paid are shown in accruals as a liability in the Balance Sheet. The assets of the plan are held separately from the school in independently administered funds.

Retirement benefits to teaching staff of the school are provided by the Teachers' Pension Scheme ('TPS'). The TPS is an unfunded scheme and contributions are calculated so as to spread the cost of pensions over employees' working lives with the school in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary on the basis of quadrennial valuations using a prospective unit credit method. As stated in note 17, the TPS is a multi-employer scheme with no underlying assets to assign between employers. Consequently, the TPS is treated as a defined contribution scheme for accounting purposes and the contributions recognised in the period to which they relate.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

2.18 JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

No judgements (apart from those involving estimates) have been made in the process of applying the above accounting policies. The key estimates made in applying the above accounting policies are the useful economic lives attributed to tangible fixed assets, and the valuation of investment property.

There are no key assumptions concerning the future, nor key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

3 GRANTS AND DONATIONS

	2021 £	2020 £
Grants and donations	-	250

All grants and donations received are unrestricted.

4 INCOME FROM CHARITABLE ACTIVITIES

	2020 £	2021 £
Tuition fees	1,070,093	1,039,261
Grants from Local Authority	78,151	80,166
Other income	17,893	13,068
	<u>1,166,137</u>	<u>1,132,495</u>

All income from charitable activities in 2021 and 2020 was unrestricted.

Grants were received from Norfolk County Council relating to Early Years Funding for 3 and 4 year olds. The funding agreement was for the period from 1st September 2020 to 31st August 2021 and is renegotiated annually. There were no unfulfilled conditions at the year-end.

5 INVESTMENT INCOME

All of the charity's investment income of £931 (2020: £2,689) arises from money held in interest bearing savings accounts and is unrestricted.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

6 ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

Operation of the school:	2021 £	2020 £
Direct costs	1,066,877	1,113,333
Support costs	223,700	214,597
	1,290,577	1,327,930
 Analysis of support costs:	 2021 £	 2020 £
Salaries and wages	120,228	127,870
Governance costs (note 7)	14,409	14,320
Advertising	11,493	5,470
Travelling	171	493
Postage & Carriage	240	459
Telephone	3,617	2,368
Office Supplies	459	662
IT Equipment Maintenance / Support	11,563	12,284
Repairs & Renewals	28,764	18,224
Cleaning	16,944	14,381
Bank Charges	1,693	2,068
Subscriptions	14,119	15,998
	223,700	214,597

Expenditure on charitable activities totalled £1,290,577 (2020: £1,327,930) of which £198 was restricted (2020: £232) and £1,290,379 was unrestricted (2020: £1,327,698).

7 GOVERNANCE COSTS

	2021 £	2020 £
Audit and accountancy fees	5,850	6,250
Other legal and professional fees	8,559	8,070
	14,409	14,320

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

8 NET INCOME

	2021	2020
	£	£
This is stated after charging:		
Depreciation of owned assets	76,390	80,703
Profit on disposal of fixed assets	10,550	-
Operating lease payments for rent of land and buildings	33,000	33,000
Auditor's remuneration – audit fee	4,800	4,700
Auditor's remuneration – non-audit services	1,050	1,550
	<u> </u>	<u> </u>

9 STAFF COSTS, TRUSTEE REMUNERATION AND EXPENSES, AND THE COST OF KEY MANAGEMENT PERSONNEL

	2021	2020
	£	£
The costs incurred during the year were:		
Wages and salaries	724,076	741,003
Redundancy payments	-	11,329
Settlement agreements	-	1,000
Social security costs	56,929	55,914
Other pension costs	93,684	106,918
	<u> </u>	<u> </u>
	874,689	916,164
	<u> </u>	<u> </u>

The number of higher paid employees was:

	2021	2020
	No.	No.
In the band £60,001 - £70,000	-	1
In the band £70,001 - £80,000	1	-
	<u> </u>	<u> </u>

Pension costs are allocated to activities in proportion to the related staffing costs incurred and are wholly charged to unrestricted funds.

The directors or members of the committee of management were not paid or received any other benefits from employment with the school in the year (2020: NIL) neither were they reimbursed any expenses during the year (2020: NIL). No charity trustee received payment for professional or other services supplied to the charity (2020: NIL).

The key management personnel of the charity comprise the Head teacher, two Deputy Head teachers and the Bursar. The total employee benefits of the key management personnel of the Charity were £235,085 (2020: £234,300).

10 STAFF NUMBERS

The average number of employees during the year was 37 staff (2020: 42 staff).

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

11 TANGIBLE FIXED ASSETS

	Motor Vehicles £	Land £	Equipment £	Property Improvements £	Total £
COST					
At 1 September 2020	38,394	29,000	258,605	628,065	954,064
Additions	-	-	14,341	20,084	34,425
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 August 2021	<u>38,394</u>	<u>29,000</u>	<u>272,946</u>	<u>648,149</u>	<u>988,489</u>
DEPRECIATION					
At 1 September 2020	29,290	-	139,239	190,662	359,191
Charge for the year	2,276	-	17,699	56,415	76,390
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 August 2021	<u>31,566</u>	<u>-</u>	<u>156,938</u>	<u>247,077</u>	<u>435,581</u>
NET BOOK VALUE					
At 31 August 2021	<u>6,828</u>	<u>29,000</u>	<u>116,008</u>	<u>401,072</u>	<u>552,908</u>
At 31 August 2020	<u>9,104</u>	<u>29,000</u>	<u>119,366</u>	<u>437,403</u>	<u>594,873</u>

The fixed assets are used for charitable purposes.

Property improvements include playground equipment which was purchased by way of a donation from The Parent Teacher Association. The closing net book value was £310 (2020: £482) and there was a depreciation charge of £172 (2020: £202) during the year.

Also included in property improvements is a canopy purchased with donated funds. All restricted funds have been utilised through depreciation charges.

Equipment includes computers with a net book value of £138 (2020: £164) and a depreciation charge of £26 (2020: £30) which have been purchased with restricted funds.

Motor vehicles include a minibus which was partly purchased by way of donations. All restricted funds have been utilised through depreciation charges.

These entries have been included within restricted funds.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

12 INVESTMENTS

	2021 £	2020 £
Value bought forward at 1 September 2020	191,844	191,844
Disposals	(191,844)	-
Value carried forward at 31 August 2021	-	191,844

In the year, the school disposed of 4 Adelaide Street, Norwich.

13 DEBTORS

	2021 £	2020 £
Trade debtors	23,442	29,551
Prepayments and accrued income	12,066	14,574
	35,508	44,125

14 CREDITORS – AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	5,364	8,882
Deposits and fees paid in advance	149,201	115,477
Accruals	20,457	10,929
Social security and other taxes	12,919	13,926
	187,941	149,214

DEFERRED INCOME

Deferred income relates to fees paid in advance:

	2021 £	2020 £
Fees in advance brought forward	72,557	64,777
Amounts deferred during the year	102,813	72,557
Amounts released during the year	(72,557)	(64,777)
Fees in advance carried forward	102,813	72,557

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

15 RESTRICTED FUNDS

	At	Income Expenditure		At
	1 September 2020	£	£	31 August 2021
	£	£	£	£
Computer equipment	164	-	(26)	138
Playground	482	-	(172)	310
	646	-	(198)	448

	At	Income Expenditure		At
	1 September 2019	£	£	31 August 2020
	£	£	£	£
Computer equipment	194	-	(30)	164
Playground	684	-	(202)	482
	878	-	(232)	646

The computer equipment, playground and canopy funds represent assets purchased from specific donations. The balance reflects their net book value, held for future depreciation to be charged against.

16 NET ASSETS BY FUND

2021	Unrestricted Funds £	Restricted Funds £	Total £
Fixed Assets	552,460	448	552,908
Current Assets	582,815	-	582,815
Current Liabilities	(187,941)	-	(187,941)
	947,334	448	947,782

2020	Unrestricted Funds £	Restricted Funds £	Total £
Fixed Assets	594,227	646	594,873
Current Assets	615,084	-	615,084
Current Liabilities	(149,214)	-	(149,214)
	1,060,097	646	1,060,743

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

17 ANALYSIS OF NET DEBT

2021	At start of period £	Cash flows £	At end of period £
Cash	379,115	168,192	547,307

18 PENSION COMMITMENTS

There are two pension schemes in place at the year end.

For non-teaching staff, the school operates a defined contributions 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 £20,448 (2020: £21,358). Contributions totalling £1,963 (2020: £1,748) were payable to the fund at the balance sheet date and are included in creditors.

The charity's academic and related staff belong to the Teachers' pension Scheme England and Wales. This is a multi-employer defined benefit scheme. The latest actuarial valuation of the TPS related to the period ended 31 August 2019. There were no outstanding or prepaid contributions at either the beginning or the end of the financial year.

Teachers' Pension Scheme

The Teachers' Pension Scheme (TPS or scheme) is a statutory, unfunded, defined benefit occupational scheme, governed by the Teachers' Pensions Regulations 2010 (as amended), and the Teachers' Pension Scheme Regulations 2014 (as amended). These regulations apply to teachers in schools and other educational establishments, including academies, in England and Wales that are maintained by local authorities. In addition, teachers in many independent and voluntary-aided schools and teachers and lecturers in some establishments of further and higher education may be eligible for membership.

Membership is automatic for full-time teachers and lecturers and, from 1 January 2007, automatic too for teachers and lecturers in part-time employment following appointment or a change of contract. Teachers and lecturers are able to opt out of the TPS.

The Teachers' Pension Budgeting and Valuation Account

Although members may be employed by various bodies, their retirement and other pension benefits are set out in regulations made under the Superannuation Act (1972) and Public Service Pensions Act (2013) and are paid by public funds provided by Parliament. The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis – contributions from members, along with those made by employers, are credited to the Exchequer under arrangements governed by the above Acts.

The Teachers' Pensions Regulations 2010 require an annual account, the Teachers' Pension Budgeting and Valuation Account, to be kept of receipts and expenditure (including the cost of pension increases). From 1 April 2001, the Account has been credited with a real rate of return, which is equivalent to assuming that the balance in the Account is invested in notional investments that produce that real rate of return.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

18 PENSION COMMITMENTS (CONTINUED)

Valuation of the Teachers' Pension Scheme

As a result of the latest scheme valuation employer contributions were increased in September 2019 from a rate of 16.4% to 23.6%. Employers also pay a charge equivalent to 0.08% of pensionable salary costs to cover administration expenses.

The next valuation is expected to take effect in 2023.

A copy of the latest valuation report can be found by following this link to the Teachers' Pension Scheme website: <https://www.teacherspensions.co.uk/news/employers/2019/04/teachers-pensions-valuation-report.aspx>

Scheme Changes

In December 2018, the Court of Appeal held that transitional protection provisions contained in the reformed judicial and firefighter pension schemes, introduced as part of public service pension reforms in 2015, gave rise to direct age discrimination and were therefore unlawful. The Supreme Court, in a decision made in June 2019, rejected the Government's application for permission to appeal the Court of Appeal's ruling and subsequently referred the case to an Employment Tribunal to determine a remedy which will need to be offered to those members of the two schemes who were subject of the age discrimination.

Since then, claims have also been lodged against the main public service schemes including the TPS. The Department has conceded those in line with the rest of the government. In July 2020 HM Treasury launched a 12-week public consultation which will provide evidence to support the delivery of an appropriate remedy for the affected schemes, including TPS.

A final remedy will be determined once the results of the consultation are established.

In December 2019, a further legal challenge was made against the TPS relating to an identified equalities issue whereby male survivors of opposite-sex marriages and civil partnerships are treated less favourably than survivors in same-sex marriages and civil partnerships. The Secretary of State for Education agreed not to defend the case. In June 2020, the Employment Tribunal recorded its findings in respect of the claimant. DfE is currently working to establish what changes are necessary to address this discrimination.

Any impact of these events will be taken into account when the next scheme valuation is implemented. This is scheduled to be implemented in April 2023, based on April 2020 data.

19 RELATED PARTY TRANSACTIONS

Legal fees totalling £882 (2020: £2,543) in respect of debt collection services and other advice were incurred during the year with Steele's Law, a firm in which R Bailey (trustee) is a director. There was £nil outstanding at the year-end (2020: £nil).

Miscellaneous expenditure totalling £nil (2020: £195) was incurred during the year with The Cathedral of St Johns Baptist Trust, in which Canon David Paul (trustee) is a trustee. There was £nil outstanding at year-end (2020: £nil).

Gardening maintenance services totalling £nil (2020: £120) were purchased during the year from Campbell Landscaping, a firm which Louise Campbell's (SMT) husband owns. There was £nil outstanding at the year-end (2020: £nil).

There were no other related party transactions that have occurred during the year (2020: none).

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

20 COMMITMENTS UNDER OPERATING LEASES

At 31 December 2021 the Company had future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Land and buildings		
Not later than 1 year	33,000	33,000
Later than 1 and not later than 5 years	98,333	132,000
Later than 5 years	-	-
	131,333	165,000

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED

England & Wales - Charity number 269003

Accounts

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

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The following pages do not form part of the statutory financial statements:

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 AUGUST 2025**

Committee of Management	K Long, Chairman Father A Eburne, Vice Chairman S Chia G Holland J Walker H Worsley J Graham
Company registered number	01162325
Charity registered number	269003
Registered office	147 Dereham Road Norwich Norfolk NR2 3TA
Head Teachers	Louise Campbell Kim Laudan
Bursar	G Diffey (Resigned 14 August 2025)
Independent auditors	MA Partners Audit LLP Chartered Accountants & Statutory Auditors 7 The Close Norwich Norfolk NR1 4DJ
Bankers	HSBC Bank plc 18 London Street Norwich NR2 1LG
Accountants	Morphry Thyme Limited Room 221-224 Breckland Business Centre Dereham Norfolk NR19 1FD

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2025

The Committee is pleased to submit its annual report and financial statements for the year ended 31 August 2025

Committee of Management

The directors of the charitable company ("the school") are the members of the Committee of Management and its trustees for the purpose of company and charity law.

Members

All members of the Committee of Management are members of the charitable company. The charitable company has no share capital and the liability of members is limited by the guarantee to contribute a maximum of £1 to the assets of the company in the event of its winding up. At 31 August 2025, the charitable company had 7 such members (2024:8).

In the event of the charitable company being wound up with surplus funds, no members shall be entitled to participate in the distribution of the surplus. The funds remaining after the settlement of all liabilities will be transferred to organisations pursuing similar charitable objectives.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Notre Dame Preparatory School is a company limited by guarantee and registered under the Companies Act 2006, registration number 01162325. It is a registered charity, charity number 269003. The governing instrument for Notre Dame Preparatory School is its Memorandum and Articles of Association.

The governing body of the company is the Committee of Management and they act as trustees for the charity. The Committee is responsible for controlling the management and administration of the company.

Risk management

The trustees have identified the major risks to which they believe the school is exposed. Risks include but are not limited to: financial risk, safeguarding children, accidental injury, school trips, risk of vandalism, fire, intruders, and trespassers. The school has robust policies, risk assessments, and procedures in place to minimise risks within the school. See examples of risk management for the key areas below:

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2025**

Key Risk area	Safeguards in place
Safeguarding Children	• Regular staff training • Compliance with the ISI 2023 Framework • Safeguarding audits both internal and external • Agenda point at every senior management meeting • Two members of staff with up to date DSL training • Safer recruitment training • Regular monitoring of the Single Central Register • First aid policy • Medical emergency planning • 30+ staff trained in first aid • Robust procedures in place for the administration of medication – policy reviewed annually • Robust procedures in place for children with allergies and specific dietary needs • Missing child policy • Interim Head (Pastoral) co-ordinates pupil welfare support and initiatives.
Financial	• Appropriate scrutiny and authorisation of transactions • Monthly financial reporting, profit and loss projections and cashflow forecasts to the governing body and the SMT • External Accountant's review and monitoring of income, debtors and suppliers and expenditure • Xero software support • Financial risk assessment reviewed each term by governing body
Fire	• Fire policy in place • Fire risk assessment in place that is reviewed regularly • Regular monitoring of fire alarm systems and equipment • Regular fire drills • Regular servicing and testing of electrical and gas systems • Daily site walks • Compliance with the ISI regulatory requirements
Health & Safety General	• Robust Health & Safety policy in place • Risk assessments completed for each area of risk. Departmental review takes place when anything changes or annually for no other reason. • Governor led Health & Safety Committee • Regular monitoring of key areas such as Fire, First Aid, COSHH, Legionella, Asbestos and Food Safety
Intruders	• Main entry gates and doors controlled by magnetic locks and a buzzer and intercom system • Site gates locked immediately after pick up and drop off • The alarm system installed is monitored externally • Risk assessment in place
School Trips	• Visits & Trips Policy in place • Individual risk assessments completed for each trip by the event lead • Missing child policy and protocols
HR & Staff Welfare	• Staff training – 3 year development plan in place • Member of ISBA and ISA • Staff induction procedures • Regular updates to staff and inset training • SMT have an open-door policy • Interim Head (Pastoral) – co-ordinates staff welfare support • Staff mental health initiatives • Staff handbook • Staff code of conduct and behaviour policy

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2025

Other General Points of Note	• Regular governor, SMT and staff meetings are held in order to head off problems before they become an issue • Risk register is in place which is updated at regular intervals. • The school is a member of The Independent Schools Association (ISA), The Independent Schools Bursars' Association (ISBA) and The Association of Governing Bodies of Independent Schools (AGBIS). These organisations offer a wealth of support to the school from, general guidance over the telephone to providing template documents for key policies and information relating to best practice. • The governing body is made of members from varying backgrounds and skill sets. This breadth of experience and knowledge feeds into the school and helps to identify areas for improvement and ensure that the school is moving forward safely and effectively.
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In addition, from time to time, the school will instigate an independent audit of an area of the school compliance i.e. Health & Safety and Safeguarding. Norfolk County Council Safeguarding Audits completed as required. Such audits ensure that the schools' procedures are independently scrutinised and help keep the exposure to potential risk low.

Appointment of trustees

All members are circulated with a notice prior to the AGM which notifies them of the members who retire by rotation and if eligible, offer themselves for re-election.

Trustee induction and training

All future trustees will receive briefing as to their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision-making processes, and recent financial performance of the charitable company.

Arrangements for setting pay and remuneration of key management personnel

The Senior Leadership Team remuneration is set according to industry standards pertaining to school size and numbers of children on roll. The head is responsible for setting the deputy heads' and bursar's pay, and the governing body is responsible for setting the head's pay in accordance with DFE guidelines.

Organisation

The Committee meets regularly and the joint heads have been appointed by the trustees to manage the day to day operations of the charitable company.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2025

OBJECTIVES AND ACTIVITIES

Objectives

The objective of the school is the advancement of education in a Catholic context but inclusive to children of all faiths or none.

Originally founded by the Sisters of Notre Dame in Surrey Street, Norwich in 1864, the school was transferred to Dereham Road in August 1973.

Mission Statement

As a Roman Catholic school, we endeavour to nurture a love of God through Jesus Christ in all our children. The school has an ethos of love and care and embraces children of all faiths.

Children are treated as individuals, respected, nurtured and encouraged to embrace and fulfil their potential in all areas of school life.

We foster positive relationships with peers and adults, and strive to engender mutual respect in all.

We provide a wide-range of extra-curricular activities in order to develop the talents of each child.

The primary purpose of Notre Dame Preparatory School is the advancement of education for children. Inextricably linked with this purpose is the aim of contributing to the public good. Notre Dame Prep School aims to contribute considerable public benefit to the local, national and international community.

Pupils are encouraged and expected to develop an understanding of, and a commitment to, public benefit values as an integral part of their education. Pupils absorb these values both consciously and unconsciously and the school tries to deliver an appropriate programme in both a structured and unstructured way, and to lead by example.

The school measures its success using national standardised scores for children in their last year and before embarking on secondary school education. End of KS2 assessment results remain high, and always above national expectations and the school prides itself on developing happy and well-rounded young people.

PUBLIC BENEFIT

The greatest public benefit that Notre Dame Prep School can offer is the affordable provision of an education that maximises the likelihood of its pupils developing into principled, informed, open minded, and confident citizens who respect the beliefs of others and who are determined to make a positive contribution to society. As a Catholic school, we actively encourage a multi-cultural and multi-faith approach. The trustees have had due regard to the Charity Commission guidance on public benefit.

Public benefit at local level

1. Education at Notre Dame Prep School

The school educates approximately 115 children from the local area. The school provides a co-educational, academic, primary school and nursery education.

- Entry to Notre Dame Prep School is open to all children, irrespective of creed or culture.
- The entrance procedure is designed to be as fair as possible.
- The school strives to keep the fees at a level that makes them affordable.
- Bursaries are available for parents who need financial help and support.

2. Active Service by Pupils

- Children sing and perform in local churches and have also entertained in a residential home for the elderly.
- Children raise funds for various charities e.g. Cafod and Street Child.
- Food collection for local food banks at Christmas or Harvest.
- Collections of gifts at Christmas.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
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REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2025

3. Active Service by Staff

- Members of staff are involved in and accompany children when undertaking charitable works.
- Individual members of staff serve or have served the local community in the following areas: reading in church, extraordinary ministers of the Holy Communion duties, coaching skills at local sports clubs, local charity work, and playing local sport.

4. Links with other organisations

- Opportunities are provided by the school for UEA PGCE students to undertake their training.
- The school provides training opportunities for college students and we provide many placements during the year.
- Work experience opportunities are offered to local secondary school pupils.
- We provide opportunities for candidates wishing to pursue a career in teaching to do observations prior to University.
- We provide our car park free of charge to the 7th Day Adventist Church next door for use over the weekends.

5. Charity fundraising

- The whole school community is involved in raising money for local charities as well as national and international ones i.e. Street Child, CAFOD and Save the Children.

The school understands its duty to protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate, but does not currently fundraise from the public apart from the above noted activities, nor uses any internal fundraisers or external fundraising agencies for either telephone or face-to-face campaigns. No fundraising complaints were received during the year.

6. Sport

- Notre Dame Prep School is an active member of the Norwich Schools Sports Partnership which brings together state and independent schools.

7. General Facilities

- The school facilities are used for external music, speech and drama exams and activities for outside pupils at no charge.
- The school operates its own holiday club outside of term-time for all pupils that attend the school. The holiday club is run during the main Christmas, Easter and Summer breaks and offers a fun packed program of activities for all children from age 2 to 11.

8. The Environment

- The school reduces its own waste and recycles approximately 75% of all waste products through our local waste contractor.
- The school became 'greener' through the purchasing of wasteland which has become a green area through the planting of new shrubs, a lawn, plants and flowers. This area is continually developed and improved and used daily by our nursery.
- The school has become 'greener' over the years and development continues in this respect including the planting of trees in the front garden over the years.
- Over the years the school has reduced its use of single use plastic considerably across the whole school from the kitchen to the classroom and at PTA events.
- The school continues to look at other ways to reduce energy usage.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2025

Public benefit at national level

- Children in the independent sector are not educated at the taxpayers' expense, releasing funds for use elsewhere. VAT is now charged on all school fees.

ACHIEVEMENTS AND PERFORMANCE

Review

There have been no changes in activities during the year, all of which are pursued for charitable purposes.

The school has high end of KS2 Assessment results which is an excellent achievement considering the school is non-selective and represents dedication and hard work from staff and pupils alike.

As a key shop window for the school, our school website is continually under review and contains essential information for existing parents and potential new admissions alike along with all the required regulatory information. We are currently in the process of updating this and it is expected that the new layout will make the website much easier to navigate with information about all aspects of school life including curriculum, staff, admissions and safeguarding to name but a few.

Staff and pupil welfare have always been front and centre at Notre Dame Prep School and continues to be so. The Wellbeing policy has been rewritten with a new standalone Wellbeing policy specifically for staff. Staff are vigilant to notice any worries or concerns within their class and these are shared, where appropriate, in weekly staff meetings to ensure all staff can support where needed. Mental wellbeing is headed up by the Head (Pastoral) who is a Mental Health First Aider and both staff and children are reminded regularly through lessons, assemblies and signage in school who they can talk to. This helps to ensure that pupils, parents and staff alike have someone to go to and information at hand to assist them when required.

In previous years we have invested substantially in the school building in order to improve facilities for our school community.

The school's lunch provision has greatly improved over the years with food being prepared fresh on site in a well-fitted and maintained commercial kitchen facility. The school strives to provide fresh, healthy cooked food on a daily basis catering for a number of special dietary requirements. The menu is reviewed regularly in liaison with the School Council.

A large extension in 2019 costing around £350,000 added new office and classroom space and allowed for the library to be extended, improving both learning spaces and security through the new reception area.

Further investment in the EYFS has taken place over the last few years with improvements to the outside play spaces. This includes the installation of all-weather canopies directly outside the EY classrooms and more accessible and direct access to the school garden with improved resources.

This year substantial works have been undertaken on the roof along with a program of continued maintenance.

The Statement of Financial Activities shows the income and application of resources for the year.

FINANCIAL REVIEW

Total income for the year was £1,156,086 compared to £1,374,940 in 2024 and total costs were £1,459,908 compared to £1,458,063 in 2024.

The above has resulted in a net deficit during the year on unrestricted funds of £305,216 (2024: deficit of £83,083). The balance on the general fund at 31 August 2025 was £337,117 (2024: £642,333). These funds are held to support the future development of the charitable activities.

The balance on restricted funds at 31 August 2025 was £1,394 (2024: NIL).

At the year end, the school had 135 pupils (2024: 181 pupils).

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2025

Reserves policy

The policy set by the Committee is as follows:

- 3 months running costs, which amounts to approximately £250,000 is to be kept in reserve for unforeseen fiscal pressures.
- Reserves should provide funds to help meet the ongoing repair work needed to maintain the school building.

As at 31 August 2025 unrestricted funds were £337,117 (2024: £642,333) and free reserves (defined as net current assets within unrestricted funds) were £46,509 (2024: £290,130). The Committee acknowledges that the current level of reserves is below the limit set by the policy and have set in place strategic financial measures to address the situation and bring the school's reserves position back in line with the policy.

The Committee has set budgets for the next 2 financial years to work towards achieving this policy.

GOING CONCERN, FUTURE DEVELOPMENTS AND EVENTS SINCE THE END OF THE YEAR

The current economic climate is a difficult one for all concerned as both business and family budgets are squeezed with the cost of living rising. This continues to be challenging with the national insurance increases, the removal of business rate relief and implementation of VAT on Independent School fees. This is why it is more important than ever to ensure that the school is always looking to the future and that comprehensive financial plans and forecasts are in place.

The school has made a number of redundancies this year to restructure the school to meet the needs of the current pupil population, which has significantly reduced in the last year since the introduction of VAT for private school fees. This restructure has ensured the continued financial viability of the school for the next academic year whilst maintaining the high standards of academic and extracurricular provision within the school.

Below are some examples of the schools current plans to expand pupil numbers:

- The school has upgraded its website and invested in building its social media profile to enhance its online presence as the first port of call for prospective families. The aim is to deliver consistent and clear messages that are targeted to the right demographic across all media platforms.
- There have been twice termly Open mornings that showcase the school's facilities and pupils' achievements to encourage interest in the school.
- We are looking at ways to involve existing and previous parents and alumni, reaching out through LinkedIn, email and other social media platforms along with attending networking groups. We have been working closely with the school PTA to raise the profile of the school.

The school maintains a full and proper financial projection that is reviewed each month by the Finance Committee. The current projection shows that the school has sufficient working capital to maintain financial viability for at least one year ahead from the date of approval of these accounts.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

REPORT OF THE COMMITTEE OF MANAGEMENT (INCORPORATING A DIRECTOR'S REPORT)
FOR THE YEAR ENDED 31 AUGUST 2025

Statement of trustees' responsibilities

The Trustees (who are also directors of Notre Dame Preparatory School for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the directors are required to:

1. select suitable accounting policies and then apply them consistently;
2. observe the methods and principles in the Charities SORP 2019 (FRS 102);
3. make judgments and accounting estimates that are reasonable and prudent;
4. state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
5. prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Statement of disclosure to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

So far as that Trustee is aware,

- there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charitable company's auditors in connection with preparing their report and to establish that the charitable company's auditors are aware of that information.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

AUDITORS

A resolution proposing that MA Partners Audit LLP be reappointed as auditors of the school will be put to the members at the Annual General Meeting.

By order of the Board



K Long
Director / Trustee
Date: 4 March 2026

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NOTRE DAME PREPARATORY SCHOOL
(NORWICH) LIMITED**

Opinion

We have audited the financial statements of Notre Dame Preparatory School (Norwich) Limited (the 'charity') for the year ended 31 August 2025 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (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 2025 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 for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' 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 United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' 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 significant 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 authorised for issue.

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

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NOTRE DAME PREPARATORY SCHOOL
(NORWICH) LIMITED (CONTINUED)**

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditors' report thereon. The Trustees are responsible for the other information contained within the annual report. 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. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

Opinion 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 for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has 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 Trustees' Report.

We have nothing to report in respect of the following matters in relation to which 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 Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees 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.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NOTRE DAME PREPARATORY SCHOOL
(NORWICH) LIMITED (CONTINUED)**

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 but to do so.

Auditors' 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 auditors' 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. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Explanation as to what extent the audit was considered capable of detecting irregularities, including fraud

The objectives of our audit in respect of 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 to those assessed risks; and to respond appropriately to instances of fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both management and those charged with governance of the charity.

Our approach was as follows:

- We obtained an understanding of the legal and regulatory requirements applicable to the charity and considered that the most significant are the Charities Act 2011 and UK financial reporting standards as issued by the Financial Reporting Council.
- We obtained an understanding of how the charity complies with these requirements by discussions with those charged with governance.
- We assessed the risk of material misstatement of the financial statements, including the risk of material misstatement due to fraud and how it might occur, by holding discussions with those charged with governance.
- We inquired of those charged with governance as to any known instances of non-compliance or suspected non-compliance with laws and regulations.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NOTRE DAME PREPARATORY SCHOOL
(NORWICH) LIMITED (CONTINUED)**

Based on this understanding, we designed specific appropriate audit procedures to identify instances of non-compliance with laws and regulations. This included making enquiries of those charged with governance and obtaining additional corroborative evidence as required.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditors' report.

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 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 its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Alice Lynch BSc FCA DChA (Senior Statutory Auditor)

for and on behalf of

MA Partners Audit LLP

Chartered Accountants & Statutory Auditors

7 The Close

Norwich

Norfolk

NR1 4DJ

Date: 12 March 2026

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 AUGUST 2025**

	Note	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Income from:					
Donations and legacies	3	-	8,890	8,890	3,617
Charitable activities	4	1,141,737	-	1,141,737	1,364,580
Investments	5	5,459	-	5,459	6,743
Total income		1,147,196	8,890	1,156,086	1,374,940
Expenditure on:					
Charitable activities	6	1,459,908	-	1,459,908	1,458,063
Total expenditure		1,459,908	-	1,459,908	1,458,063
Net (expenditure)/income		(312,712)	8,890	(303,822)	(83,123)
Transfers between funds	14	7,496	(7,496)	-	-
Net movement in funds		(305,216)	1,394	(303,822)	(83,123)
Reconciliation of funds:					
Total funds brought forward		642,333	-	642,333	725,456
Net movement in funds		(305,216)	1,394	(303,822)	(83,123)
Total funds carried forward		337,117	1,394	338,511	642,333

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 17 to 33 form part of these financial statements.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)
REGISTERED NUMBER: 01162325

BALANCE SHEET
AS AT 31 AUGUST 2025

	Note	2025 £	2024 £
Fixed assets			
Tangible assets	11	290,608	352,203
		<u>290,608</u>	<u>352,203</u>
Current assets			
Debtors	12	315,224	28,010
Cash at bank and in hand		286,067	548,999
		<u>601,291</u>	<u>577,009</u>
Current liabilities			
Creditors: amounts falling due within one year	13	(553,388)	(286,879)
Net current assets		47,903	290,130
Total net assets		<u>338,511</u>	<u>642,333</u>
Charity funds			
Restricted funds	14	1,394	-
Unrestricted funds	14	337,117	642,333
Total funds		<u>338,511</u>	<u>642,333</u>

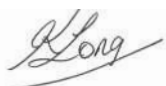
The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

K Long
 (Trustee)

Date: 4 March 2026



The notes on pages 17 to 33 form part of these financial statements.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 AUGUST 2025

	2025 £	2024 £
Cash flows from operating activities		
Net cash used in operating activities	(259,488)	38,970
Cash flows from investing activities		
Dividends, interests and rents from investments	5,459	6,743
Purchase of tangible fixed assets	(8,903)	(8,610)
Net cash used in investing activities	(3,444)	(1,867)
Change in cash and cash equivalents in the year	(262,932)	37,103
Cash and cash equivalents at the beginning of the year	548,999	511,896
Cash and cash equivalents at the end of the year	286,067	548,999

The notes on pages 17 to 33 form part of these financial statements

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

1. General information

Notre Dame Preparatory School (Norwich) Limited is a private company limited by guarantee and incorporated in England and Wales, registration number 01162325. The registered office is 147 Dereham Road, Norwich, NR2 3TA.

The members of the company are the Committee of Management named on page 1.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

2.2 Going concern

The financial statements have been prepared on a going concern basis.

The school acknowledges the challenges of the current economic climate and notes the impact of the implementation of VAT on independent school fees, the national insurance increases and the removal of business rate reliefs. The strategic plan for 2025-27 is focused on expanding the pupil numbers and cost saving initiatives to streamline the administrative costs of the school whilst maintaining the academic provision.

The strategic plan includes:

- Targeted marketing - to enhance the online presence that is aimed at the right demographic and that all communications, adverts, and the website are consistent in approach,
- Expanding the Open Morning offerings beyond the working week option to include regular weekend showcases which have proven popular in the past,
- Review of operational costs to identify savings in administration and to ensure operational costs are the right size to match the current and projected school numbers.

The school's financial projections demonstrate that there is sufficient working capital in place for the next academic year. On this basis, the school has concluded that there are no material uncertainties that could cast significant doubt over its ability to continue as a going concern over the period to August 2027.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

2. Accounting policies (continued)

2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

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

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025**

2. Accounting policies (continued)

2.6 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

Property improvements	- Over the remainder of 10 year lease term
- Car park	
Property improvements	- 15% reducing balance
- Playground	
Property improvements	- 10% straight line
- Other	
Motor vehicles	- 25% reducing balance
Equipment	- 15% reducing balance
Land	- not depreciated

2.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the statement of financial activities as a finance cost.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

2. Accounting policies (continued)

2.10 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.11 Pensions

The school operates a defined contribution plan for non-teaching staff. A defined contribution plan is a pension plan under which the trust pays fixed contributions into a separate entity. Once the contributions have been paid the school has no further payment obligations.

The contributions are recognised as an expense in the Statement of Financial Activity when they fall due. Amounts not paid are shown in accruals as a liability in the Balance Sheet. The assets of the plan are held separately from the school in independently administered funds.

Retirement benefits to teaching staff of the school are provided by the Teachers' Pension Scheme ('TPS'). The TPS is an unfunded scheme and contributions are calculated so as to spread the cost of pensions over employees' working lives with the school in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary on the basis of quadrennial valuations using a prospective unit credit method. As stated in note 20, the TPS is a multi-employer scheme with no underlying assets to assign between employers. Consequently, the TPS is treated as a defined contribution scheme for accounting purposes and the contributions recognised in the period to which they relate.

2.12 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity 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.

Investment income, gains and losses are allocated to the appropriate fund.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025**

3. Income from donations and legacies

	Restricted funds 2025 £	Total funds 2025 £	<i>Total funds 2024 £</i>
Donations	8,890	8,890	3,617
<i>Total 2024</i>	3,617	3,617	

4. Income from charitable activities

	Unrestricted funds 2025 £	Total funds 2025 £	<i>Total funds 2024 £</i>
Tuition fees	1,046,685	1,046,685	1,257,859
Grants from Local Authority	81,389	81,389	82,917
Other income	13,663	13,663	23,804
Total 2025	1,141,737	1,141,737	1,364,580
<i>Total 2024</i>	1,364,580	1,364,580	

5. Investment income

	Unrestricted funds 2025 £	Total funds 2025 £	<i>Total funds 2024 £</i>
Bank interest	5,459	5,459	6,743
<i>Total 2024</i>	6,743	6,743	

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025**

6. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Total 2024 £
Operation of the school	1,459,908	-	1,459,908	1,458,063
<i>Total 2024</i>	<u>1,458,023</u>	<u>40</u>	<u>1,458,063</u>	

7. Analysis of expenditure by activities

	Activities undertaken directly 2025 £	Support costs 2025 £	Total funds 2025 £	Total funds 2024 £
Operation of the school	937,617	522,291	1,459,908	1,458,063
<i>Total 2024</i>	<u>1,019,936</u>	<u>438,127</u>	<u>1,458,063</u>	

Analysis of direct costs

	Total funds 2025 £	Total funds 2024 £
Staff costs	870,417	910,310
Catering costs	35,469	53,623
Educational supplies	13,677	16,319
Trips expenditure	10,865	9,540
Other costs	7,189	30,144
	<u>937,617</u>	<u>1,019,936</u>

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025**

7. Analysis of expenditure by activities (continued)

Analysis of support costs

	Total funds 2025 £	<i>Total funds 2024 £</i>
Staff costs	198,128	118,230
Rent & rates	48,863	38,407
Repairs & renewals	39,489	45,856
Light and heat	31,952	31,697
Legal & professional fees	31,295	6,324
Subscriptions	18,537	30,326
Insurance	21,479	24,998
Governance costs	17,245	14,900
Advertising	11,400	7,230
Bad debt write off	2,394	(614)
IT Equipment maintenance/support	8,510	10,223
Cleaning	7,727	13,719
Travelling	1,448	38
Telephone	984	2,836
Bank charges	216	591
Other costs	18,822	20,986
Depreciation	68,763	72,380
(Profit)/Loss on disposal	1,735	-
VAT adjustments	(6,696)	-
	522,291	438,127

8. Auditors' remuneration

The auditors' remuneration amounts to an auditor fee of £8,825 (2024 - £10,080), and other services of £5,980 (2024 - £3,022).

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025**

9. Staff costs

	2025 £	2024 £
Wages and salaries	904,606	843,375
Social security costs	78,830	64,608
Contribution to defined contribution pension schemes	85,109	120,557
	<u>1,068,545</u>	<u>1,028,540</u>

During the year the school made a non-contractual severance payment of £1,811 (2024: £4,208).

The average number of persons employed by the Charity during the year was as follows:

	2025 No.	2024 No.
Employees	<u>34</u>	<u>38</u>

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

	2025 No.	2024 No.
In the band £60,001 - £70,000	2	-
In the band £90,001 - £100,000	-	1

The key management personnel of the Charity comprises a Head teacher who left the school during the year, two interim Head teachers who were appointed following the departure of the original Head teacher and the Bursar in post during the year. The total employee benefits of the key management personnel of the Charity were £271,698 (2024: £307,407).

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2024 - £NIL).

During the year ended 31 August 2025, no Trustee expenses have been incurred (2024 - £NIL).

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025**

11. Tangible fixed assets

	Property improvements £	Motor vehicles £	Equipment £	Land £	Total £
Cost or valuation					
At 1 September 2024	659,247	38,394	206,214	29,000	932,855
Additions	-	-	8,903	-	8,903
Disposals	-	-	(5,382)	-	(5,382)
At 31 August 2025	659,247	38,394	209,735	29,000	936,376
Depreciation					
At 1 September 2024	416,296	35,513	128,843	-	580,652
Charge for the year	54,681	720	13,362	-	68,763
On disposals	-	-	(3,647)	-	(3,647)
At 31 August 2025	470,977	36,233	138,558	-	645,768
Net book value					
At 31 August 2025	188,270	2,161	71,177	29,000	290,608
At 31 August 2024	242,951	2,881	77,371	29,000	352,203

12. Debtors

	2025 £	2024 £
Due within one year		
Trade debtors	288,615	15,039
Prepayments and accrued income	26,609	12,971
	315,224	28,010

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

13. Creditors: Amounts falling due within one year

	2025	2024
	£	£
Deposits	47,575	58,221
Trade creditors	29,565	16,935
Other taxation and social security	106,838	15,157
Other creditors	9,192	2,252
Accruals and deferred income	360,218	194,314
	553,388	286,879
	2025	2024
	£	£
Fees in advance brought forward	177,490	136,715
Fees in advance deferred during the year	335,731	177,490
Fees in advance released from previous periods	(177,490)	(136,715)
	335,731	177,490

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025**

14. Statement of funds

Statement of funds - current year

	Balance at 1 September 2024 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 August 2025 £
Unrestricted funds					
General funds	642,333	1,147,196	(1,459,908)	7,496	337,117
Restricted funds					
Classroom technology	-	8,890	-	(7,496)	1,394
Total of funds	642,333	1,156,086	(1,459,908)	-	338,511

A transfer out of restricted funds into unrestricted funds has been made during the year in respect of fixed assets purchased with restricted funding for which the ongoing use of the assets within the school is not restricted.

In the prior year, transfers out of restricted funds into unrestricted funds were made in respect of fixed assets purchased with restricted funding for which the ongoing use of the assets within the school was not restricted.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025**

14. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 September 2023 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 August 2024 £</i>
Unrestricted funds					
General funds	725,416	1,371,323	(1,458,023)	3,617	642,333
Restricted funds					
Playground	40	-	(40)	-	-
Lego	-	3,617	-	(3,617)	-
	40	3,617	(40)	(3,617)	-
Total of funds	<u>725,456</u>	<u>1,374,940</u>	<u>(1,458,063)</u>	<u>-</u>	<u>642,333</u>

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025**

15. Summary of funds

Summary of funds - current year

	Balance at 1 September 2024 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 August 2025 £
General funds	642,333	1,147,196	(1,459,908)	7,496	337,117
Restricted funds	-	8,890	-	(7,496)	1,394
	<u>642,333</u>	<u>1,156,086</u>	<u>(1,459,908)</u>	<u>-</u>	<u>338,511</u>

Summary of funds - prior year

	<i>Balance at 1 September 2023 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 August 2024 £</i>
General funds	725,416	1,371,323	(1,458,023)	3,617	642,333
Restricted funds	40	3,617	(40)	(3,617)	-
	<u>725,456</u>	<u>1,374,940</u>	<u>(1,458,063)</u>	<u>-</u>	<u>642,333</u>

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025**

16. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £
Tangible fixed assets	290,608	-	290,608
Current assets	599,897	1,394	601,291
Creditors due within one year	(553,388)	-	(553,388)
Total	337,117	1,394	338,511

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2024 £</i>	<i>Total funds 2024 £</i>
Tangible fixed assets	352,203	352,203
Current assets	577,009	577,009
Creditors due within one year	(286,879)	(286,879)
Total	642,333	642,333

17. Reconciliation of net movement in funds to net cash flow from operating activities

	2025 £	2024 £
Net expenditure for the year (as per Statement of Financial Activities)	(303,822)	(83,123)
Adjustments for:		
Depreciation charges	68,763	72,380
Dividends, interests and rents from investments	(5,459)	(6,743)
Loss on the sale of fixed assets	1,735	-
Decrease/(increase) in debtors	(287,214)	8,665
Increase in creditors	266,509	47,791
Net cash provided by/(used in) operating activities	(259,488)	38,970

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025**

18. Analysis of cash and cash equivalents

	2025	2024
	£	£
Cash in hand	286,067	548,999
Total cash and cash equivalents	286,067	548,999

19. Analysis of changes in net debt

	At 1 September 2024	Cash flows	At 31 August 2025
	£	£	£
Cash at bank and in hand	548,999	(262,932)	286,067
	548,999	(262,932)	286,067

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

20. Pension commitments

There are two pension schemes in place at the year end.

For non-teaching staff, the school operates a defined contributions 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 £22,266 (2024: £20,954). Contributions totalling £Nil (2024: £Nil) were payable to the fund at the balance sheet date and are included in creditors.

The charity's academic and related staff belong to the Teachers' Pension Scheme England and Wales. This is a multi-employer defined benefit scheme. The latest actuarial valuation of the TPS related to the period ended 31 August 2019. There were no outstanding or prepaid contributions at either the beginning or the end of the financial year.

Teachers' Pension Scheme

The Teachers' Pension Scheme (TPS or scheme) is a statutory, unfunded, defined benefit occupational scheme, governed by the Teachers' Pensions Regulations 2010 (as amended), and the Teachers' Pension Scheme Regulations 2014 (as amended). These regulations apply to teachers in schools and other educational establishments, including academies, in England and Wales that are maintained by local authorities. In addition, teachers in many independent and voluntary-aided schools and teachers and lecturers in some establishments of further and higher education may be eligible for membership.

Membership is automatic for full-time teachers and lecturers and, from 1 January 2007, automatic too for teachers and lecturers in part-time employment following appointment or a change of contract. Teachers and lecturers are able to opt out of the TPS.

The Teachers' Pension Budgeting and Valuation Account

Although members may be employed by various bodies, their retirement and other pension benefits are set out in regulations made under the Superannuation Act (1972) and Public Service Pensions Act (2013) and are paid by public funds provided by Parliament. The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis — contributions from members, along with those made by employers, are credited to the Exchequer under arrangements governed by the above Acts.

The Teachers' Pensions Regulations 2010 require an annual account, the Teachers' Pension Budgeting and Valuation Account, to be kept of receipts and expenditure (including the cost of pension increases). From 1 April 2001, the Account has been credited with a real rate of return, which is equivalent to assuming that the balance in the Account is invested in notional investments that produce that real rate of return.

NOTRE DAME PREPARATORY SCHOOL (NORWICH) LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025**

20. Pension commitments (continued)

Valuation of the Teachers' Pension Scheme

Employer contributions were increased in April 2024 from a rate of 23.6% to 28.6%. Employers also pay a charge equivalent to 0.08% of pensionable salary costs to cover administration expenses.

The latest actuarial TPS valuation results, as at 31 March 2020, were released in October 2023. The revised employer contribution rate, arising from this valuation was implemented from 1 April 2024.

A copy of the valuation report and supporting documentation is on the Teachers' Pensions website (<https://www.teacherspensions.co.uk/news/employers/2023/10/valuation-resultst.aspx>).

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

21. Operating lease commitments

At 31 August 2025 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2025 £	2024 £
Not later than 1 year	4,179	33,000
Later than 1 year and not later than 5 years	7,313	-
	<u>11,492</u>	<u>33,000</u>

The following lease payments and changes in lease payments have been recognised in the statement of financial activities:

	2025 £	2024 £
Operating lease rentals	34,045	36,000

22. Related party transactions

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 31 August 2025.