

**COPTHORNE SCHOOL TRUST LIMITED t/a
COPTHORNE PREP SCHOOL**

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2021



COPTHORNE SCHOOL TRUST LIMITED
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2021

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**COPTHORNE SCHOOL TRUST LIMITED
GOVERNORS' REPORT (Continued)
FOR THE YEAR ENDED 31ST AUGUST 2021**

The purpose of this report

The Governors present their annual report together with the audited financial statements for the period 1st September 2020 to 31st August 2021. The Governors confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Status of the company

Copthorne School Trust Limited was incorporated under the Companies Acts 1948 to 1967 as a Company limited by guarantee on 2 January 1976, company number 01239211. The Company has charitable status with the number 270757. On 1st December 2021, a resolution was passed by the Board that the updated articles of association be adopted and filed with both Companies House and the Charity Commission.

Governing Body

The Trustees of the Charity are the School's Board of Governors. The Board operates with four standing sub-committees; the Education Committee; the Estates Committee; the Marketing Committee and the Finance and General Purposes Committee.

The Governors are covered by trustee indemnity insurance included in the School's insurance policy.

Mr J Abdool – resigned 7th December 2020
Mrs A Baker – resigned 28th June 2021
Mrs K Bell – resigned 17th December 2021
Mrs S Coutinho (legal surname: Seth) – appointed 17th December 2021 – Chair of Governors
Ms L Fegan – appointed 7th December 2020
Dr M Fegan – appointed 7th December 2020
Mr S Gibbons – appointed 5th August 2020
Mrs M Glascott – appointed 7th December 2020, resigned 15th July 2021
Mrs B Jinks
Mrs H Kerai – resigned 15th March 2021
Mr B Moir – appointed 1st November 2021
Mr R Nathaniel – resigned 7th December 2020
Mr R Workman – resigned 30th November 2021

Governor training

All new Governors are inducted into the workings of the School. Individual Governors also attend specific training courses held by professional advisors (e.g. AGBIS/IAPS) and where appropriate cascade this information down to other Governors.

Registered office and principal address

Copthorne Prep School
Effingham Lane
Copthorne
West Sussex
RH10 3HR

COPTHORNE SCHOOL TRUST LIMITED
GOVERNORS' REPORT (Continued)
FOR THE YEAR ENDED 31ST AUGUST 2021

Key executives and professional advisers

Headmaster:	Mr C Jones B Ed (Hons) – retired 31 st October 2021 Mr N Close BSc, PGCE – appointed 1 st November 2021
Bursar/Secretary:	Mr R Kinnison BA, FCA – resigned 31 st December 2020 Interim Bursars – 1 st January 2021 to 4 th May 2021 Mr P Flowerday FFA, FIPA – appointed 4 th May 2021
Bankers:	National Westminster Bank, The Boulevard, Crawley, RH10 1XU Lloyds Bank Plc, 6th Floor, 33 Old Broad Street, London, EC2N 1HZ CCLA, Senator House, 85 Queen Victoria Street, London, EC4V 4ET
Auditors:	Alliotts LLP, Friary Court, 13-21 High Street, Guildford, GU1 3DL
Solicitors:	Veale Wasbrough Vizards LLP, Narrow Quay House, Narrow Quay, Bristol BS1 4QA DMH Stallard LLP, 3rd Floor, Origin One, 108 High Street, Crawley, RH10 1BD

Organisation

The Governors of the School act in the capacity of the Company's directors for the purposes of the Companies Act and in the capacity of trustees in respect of its charitable objectives under the Charities Act. Governors are appointed at the discretion of the Governing Body. The Governors meet on a termly basis to review and direct the general educational charitable objectives of the Charity. The Education Committee meets termly and oversees all aspects of academic activity and development together with pupil welfare and pastoral care. The termly meeting of the Estates Committee deals with the maintenance and development of the site and buildings, whilst the termly meeting of the Finance and General Purposes Committee oversees all financial activities. Marketing Committee also meets termly and provides strategic oversight and input to the School's marketing activities. As a result of the pandemic there were additional meetings to support the Headmaster and the Senior Leadership Team.

The day to day operation of the School is controlled by the Headmaster and his Senior Leadership Team and the finances by the Bursar. Details of the Governors are shown on page 3.

The Headmaster is a member of the Incorporated Association of Prep Schools (IAPS) and the School is a member of the Independent Schools' Bursars Association (ISBA) and the Boarding Schools' Association (BSA).

Corporate governance

The Board is committed to high standards of corporate governance and reviews its activities on a regular basis. The Board is responsible for the Charity's system of internal control and for reviewing its effectiveness. A detailed review of the governance arrangements will be carried out during the next academic year.

Objects and principal activities

The objects as set out in the Memorandum are to promote and provide for the advancement of education and in connection therewith to conduct, carry on, acquire and develop in the United Kingdom any boarding or day school or schools for the education of children of either sex or both sexes.

Founded in 1902, Copthorne Prep School has developed an outstanding reputation for helping children to realise their full potential. By providing opportunities for all to succeed, children leave us as confident individuals, well prepared for their progression to senior schools of their choice. We inspire all our pupils to become lifelong learners, responsible global citizens and the very best that they can be.

COPTHORNE SCHOOL TRUST LIMITED
GOVERNORS' REPORT (Continued)
FOR THE YEAR ENDED 31ST AUGUST 2021

Objects and principal activities (Continued)

We strive:

- To instill a desire for excellence in all areas of learning, celebrating effort as well as achievement
- To offer a well-considered, stimulating curriculum which provides opportunities for children to be challenged, to be curious and to develop as independent learners
- To support talented and enthusiastic staff who seek to enable children to fulfil their potential
- To provide a nurturing environment where all children are happy, valued and encouraged to develop as individuals
- To develop a strong sense of school community that is kind, inclusive and reflects the increasingly diverse and international dimension of school life
- To provide strong pastoral care based on traditional Christian values of mutual respect towards all members of the community
- To develop a partnership with pupils, parents and staff to promote a culture of trust, ambition and high achievement

Review of activities and future developments

Academic

Copthorne Prep prides itself on providing a wide ranging and varied education. The School believes that enjoyment and inclusivity should go hand in hand with the setting of high standards and the pursuit of excellence. This year we have not only continued to celebrate our proud tradition of excellent academic results, but we have thoroughly enjoyed participating in sporting contests, have been wonderfully entertained by first rate musical and dramatic performances, and seen our children thrive in a broad and exciting co-curricular programme which offers opportunity to all our young people.

We have continued to promote discovery-led, enquiry-based learning for our pupils, which sees the teacher as a facilitator to learning, not an oracle imparting academic knowledge. The skills extend more broadly into the establishment of skills for life and sits not only within the academic programme of study but with the creative and performing arts, the practical elements of design technology and Lego, and onto the sports pitch and playground. Our School observatory is new for this year, and will be instrumental in the developing a full programme of Spectacular Science and discovery alongside our Young Astronomer's Club.

Our strategic development plan will seek to provide a curriculum that is more responsive to the evolving workplace of the twenty-first century, as well as developing the teaching and learning so that our pupils can emerge as more confident, enquiring and empathetic with a real sense of who they are and what they want to be.

Sport

The children continued to enjoy great success in their sporting pursuits, despite the best efforts of the pandemic to curtail activity. We took the opportunity afforded by the changed sporting landscape to play more competitive house fixtures as well as our own internal festivals, and we looked for new ways for boys and girls to unite in activities such as footgolf.

Where it was possible, our pupils enjoyed particular success in local sporting and IAPS fixtures; we had individual successes in the primary schools cross-county, and our U11's won the Brighton Pelican Cup.

COPTHORNE SCHOOL TRUST LIMITED
GOVERNORS' REPORT (Continued)
FOR THE YEAR ENDED 31ST AUGUST 2021

Swimming continues to be a real strength of the school where we constantly seek to improve this excellent provision. Indeed, this year we have replaced the entire air handling unit at a cost of £72,000. The completion of our stunning floodlit MUGA will enrich our sporting provision across the board, and we will be looking forward to particular sporting success on this wonderful new facility as we move through this year.

Music

Music improves academic skills, develops physical skills, boosts self-esteem, cultivates social skills and refines discipline and patience. This is why at Copthorne Prep we consider it integral to our curriculum and have a committed staff team and a dynamic group of visiting peripatetic music teachers. We continued our programme of music evenings and concerts, and were treated to some wonderful music evenings and soirees. Over 70% of our children received additional music lessons outside the timetabled curriculum, and we were able to offer scholarship support to our more able pupils and as well as the ABRSM exams.

With the anticipated return to some semblance of normality, we hope to be able once again to take part in music festivals such as Reigate and Redhill, as well as Choral Days.

Forest School

We have continued to leverage the use of our wonderful grounds in which our children have enjoyed all that forest school has to offer, along with den building, and learning about the flora and fauna. Our continued emphasis on outdoor learning will see an expansion of forest school over the coming year as well as the development of an outdoor learning space, and our plans to embed this further into the prep school curriculum are progressing, whereby more traditional learnt knowledge can be re-enforced using the natural world.

We are increasingly environmentally conscious both as a School and as individuals. The Wombles Club meet regularly and are working hard, mostly over ground (!), to help reduce the use of plastic and wrapping, recycling of plastics and identifying ways in which we can improve. Our sensory garden will start to take shape over the coming months; stimulating the five basic senses, this garden will allow the children to connect back to nature as well as tapping into the principles of mindfulness.

Public benefit

The School, in setting its objectives and planning its activities has given due regard to the duties set out in Section 17 of the Charities Act 2011 and the guidance given by the Charity Commission.

During the year the School provided means tested bursaries and scholarships amounting to £199,371. Other discounts, including staff and sibling discounts as well as the Spring term Covid-19 discount, amounted to £186,704.

In terms of financial hardship, the School is assessable and encourages parents to apply for assistance. Each bursary application is assessed on its own merits and awards are made accordingly and subject to the School's ability to fund these within the context of what is viable within its overall budget. The School also has a duty to ensure that bursary grants are applied fairly.

The School also benefits the local community by providing access to its facilities to local schools and charitable sports associations. Covid restrictions this year has limited the level of support that could be provided.

COPTHORNE SCHOOL TRUST LIMITED
GOVERNORS' REPORT (Continued)
FOR THE YEAR ENDED 31ST AUGUST 2021

Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

Principal risk and uncertainties

The major risks the School faces are reviewed at least once a year and are underpinned by relevant policies, each with regular reviews. The Board of Governors has examined the principal areas of the School's operations and considered the major risks faced in each of these areas. In the opinion of the Board, Copthorne School Trust has established resources, internal control and review systems, which, under normal circumstances, should allow these risks to be mitigated to an acceptable level in its day to day operations.

The most significant risks are summarised below:

- Child welfare matters including safeguarding, managed by an effective Senior Leadership Team operating clear policies and protocols.
- Economic factors (including fee affordability), managed through effective cost management, financial planning and control, bursary policy, and maintaining a quality product; and
- School reputation, managed by an effective Senior Leadership Team operating clear policies and protocols

Financial Review

The financial results of the school are set out on pages 13 and 14 of the accounts. The school generated income of £3,961,759 and it cost £4,177,343 to run the school. Fee discounts of £386,076 were given and £76,518 related to the closure of the School during the third Covid-19 lockdown. At the year end the net assets were £3,423,179 including fixed assets of £2,374,697, cash balances of £1,697,064, fees received in advance and deposits of £732,490 and other working capital.

Reserves policy

The Charity Commission requires all charities to adopt a formal policy in respect of their financial reserves, and in particular to explain for what future needs, opportunities, contingencies and risks they are required. At the year-end unrestricted funds for the School, excluding those that have been designated for specific purposes, stood at £3,367,035 (2020: £3,581,619). After deducting the carrying value of tangible fixed assets held for the School's own use, free reserves, as defined by the Charity Commission, were £992,338 (2020: £1,261,582).

As reserves assist in managing cash flow, funding investments and providing financial security, the School has an aspiration to have free reserves equivalent to one term's expenditure, or £1.4m. As at the year end the School is close to achieving this. By budgeting for a modest surplus each year and through effective financial management this can be maintained.

Pay policy for senior staff

The School's key management personnel are its Senior Leadership Team which comprises the Headmaster, Bursar, Head of Pre-Prep, Deputy Head, Director of Operations and Director of Wellbeing. Arrangements are in place for setting the remuneration for these personnel and, the Board has taken into consideration benchmark information and market pay for these roles. This exercise, together with the overall remuneration of other personnel, forms part of the Board's annual salary review, as part of the budget process, which again takes account of market rates of pay and relevant benchmark reports.

COPTHORNE SCHOOL TRUST LIMITED
GOVERNORS' REPORT (Continued)
FOR THE YEAR ENDED 31ST AUGUST 2021

Information on fundraising practices

With the impact of the pandemic, there have been no opportunities for fundraising.

Governors' responsibilities statement

The Governors (who are also directors of Copthorne School Trust Limited for the purposes of company law) are responsible for preparing the Governors' 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 Governors to prepare financial statements for each financial year. Under company law the Governors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the 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 Governors are required to:

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

The Governors are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

Disclosure of information to auditors

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

- so far as that Governor is aware, there is no relevant audit information of which the charitable company's auditor is unaware, and
- that Governor has taken all the steps that ought to have been taken as a Governor in order to be aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

Auditors

Alliotts LLP have expressed their willingness to continue as auditors for the next financial year.

Signed on behalf of the Board of Governors and approved by them on 14th March 2022



Mrs S Coutinho
Chair of Governors

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF COPTHORNE SCHOOL TRUST LIMITED (Continued)
FOR THE YEAR ENDED 31ST AUGUST 2021**

OPINION

We have audited the financial statements of Copthorne School Trust Limited (the 'Charitable Company') for the year ended 31 August 2021 which comprise the Governors' Report, Statement of Financial Activities incorporating income and expenditure account, Balance Sheet, Statement of Cash Flows and notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK 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 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 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 accounts, 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 the date when the financial statements are authorised for issue.

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

OTHER INFORMATION

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

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.

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF COPTHORNE SCHOOL TRUST LIMITED (Continued)
FOR THE YEAR ENDED 31ST AUGUST 2021**

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 Governors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Governors' 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 Governors' Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Governors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Governors 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 Governors' Report and from the requirement to prepare a Strategic Report.

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the Governors' responsibilities statement, the Governors (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 Governors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Governors are responsible for assessing the 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 Governors either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF COPTHORNE SCHOOL TRUST LIMITED (Continued)
FOR THE YEAR ENDED 31ST AUGUST 2021**

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. 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.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
 - we identified the laws and regulations applicable to the company through discussions with management, and from our knowledge of the charities and education sector;
 - we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including the Companies Act 2006, taxation legislation, data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal and regulatory correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- understanding the design of the charitable company's remuneration policies.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation; and
- enquiring of management as to actual and potential litigation and claims.

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF COPTHORNE SCHOOL TRUST LIMITED (Continued)
FOR THE YEAR ENDED 31ST AUGUST 2021**

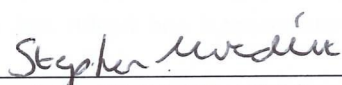
There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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 Auditor's 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 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 charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Stephen Meredith BA FCA DChA (Senior Statutory Auditor)

For and on behalf of Alliotts LLP
Chartered Accountants and Statutory Auditor
Friary Court
13 – 21 High Street
Guildford
Surrey
GU1 3DL

Dated 18th March 2022

COPTHORNE SCHOOL TRUST LIMITED
STATEMENT OF FINANCIAL ACTIVITIES (including summary Income and Expenditure)
FOR THE YEAR ENDED 31ST AUGUST 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	2020 £
INCOME FROM:					
Charitable activities	3	3,817,378	-	3,817,378	4,032,287
Other trading activities	4	144,000	-	144,000	295,798
Investments	5	381	-	381	9,596
Total income		3,961,759	-	3,961,759	4,337,681
EXPENDITURE ON:					
Raising funds		53,867	-	53,867	39,532
Charitable activities		4,123,476	-	4,123,476	4,138,743
Total expenditure	7	4,177,343	-	4,177,343	4,178,275
NET INCOME					
		(215,584)	-	(215,584)	159,406
Transfer between funds		1,000	(1,000)	-	-
Net movement in funds		(214,584)	(1,000)	(215,584)	159,406
Reconciliation of funds:					
Fund balances at 1 st September 2020		3,581,619	57,144	3,638,763	3,479,357
FUND BALANCES at 31st August 2021		3,367,035	56,144	3,423,179	3,638,763

There are no other recognised gains and losses other than the net income for the year. All operations and activities are continuing.

The notes on pages 16 to 26 form part of these Financial Statements.

COPTHORNE SCHOOL TRUST LIMITED
BALANCE SHEET
AS AT 31ST AUGUST 2021

Company Number: 01239211

	Notes	£	2021 £	£	2020 £
FIXED ASSETS					
Tangible assets	10		2,374,697		2,346,037
CURRENT ASSETS					
Stocks		44,962		24,121	
Debtors	12	193,356		133,766	
Cash at bank and in hand		1,697,064		1,823,609	
		<u>1,935,382</u>		<u>1,981,496</u>	
CREDITORS: due within one year:	13	<u>(815,722)</u>		<u>(621,914)</u>	
Net current assets			1,119,660		1,359,582
Total assets less current liabilities			<u>3,493,357</u>		<u>3,705,619</u>
CREDITORS: due after more than one year:	14		<u>(71,178)</u>		<u>(66,856)</u>
TOTAL NET ASSETS			<u>3,423,179</u>		<u>3,638,763</u>
FUNDS					
Unrestricted funds	17		3,367,035		3,581,619
Restricted funds			56,114		57,144
TOTAL CHARITY FUNDS			<u>3,423,179</u>		<u>3,638,763</u>

Signed on behalf of the Board of Governors and approved by them on 14th March 2022



Mrs S Coutinho
Chair of Governors

The notes on pages 16 to 26 form part of these Financial Statements.

COPTHORNE SCHOOL TRUST LIMITED
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31ST AUGUST 2021

	2021	2020
	£	£
Net cash flow from operating activities	97,881	(145,881)
Cash flow from investing activities		
Interest income received	381	9,596
Purchase of tangible fixed assets	(231,928)	(122,033)
Disposal of tangible fixed assets	7,121	5,448
Net cash flow from investing activities	(224,426)	(106,989)
Net cash flow from financing activities	(126,545)	(252,870)
Cash and cash equivalents at 1 st September	1,823,609	2,076,479
Cash and cash equivalents at 31st August	1,697,064	1,823,609

RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2021	2020
	£	£
Net income for the year (as per Statement of Financial Activities)	(215,584)	159,406
Adjustment for:		
Depreciation charges	198,332	186,027
Profit on disposal of fixed assets	(2,185)	(3,198)
Investment income	(381)	(9,596)
(Increase)/decrease in stocks	(20,841)	11,763
(Increase)/decrease in debtors	(59,590)	29,451
Increase/(decrease) in creditors	198,130	(519,734)
Increase/(decrease) in cash provided by operating activities	97,881	(145,881)

COPTHORNE SCHOOL TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2021

1. ACCOUNTING POLICIES

a) General information and basis of preparation

Copthorne School Trust Limited is a charitable company, limited by guarantee, registered in England and Wales. The address of the registered office is given in the charity information on page 1 of these Financial Statements. The nature of the charity's operations and principal activities are detailed in the Governors' Report.

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

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), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1st January 2019.

The Financial Statements are prepared under the historical cost convention. The Financial Statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £1.

b) Going concern

Having reviewed the funding facilities available to the School together with the expected ongoing demand for places and the School's future projected cash flows, the Governors have a reasonable expectation that the School has adequate resources to continue its activities for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the Financial Statements as outlined in the Statement of Governors' responsibilities.

These considerations take into account the impact of Covid-19 and the Trustees have concluded that it is appropriate to continue to adopt the going concern basis in preparing the Financial Statements as outlined in the Statement of Trustees' Responsibilities.

The significant accounting policies applied in the preparation of these Financial Statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

c) Income recognition

All income is included in the Statement of Financial Activities (**SOFA**) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Income from charitable activities includes school fees receivable, registration fees and fees from ancillary activities. School fees receivable consist of charges billed for the school year ending 31st August, less bursaries, discounts and other allowances. Fees received for education to be provided in future years are carried forward as deferred income. Registration fees are non-refundable fees which are recognised once parents/guardians have committed for the child to attend the school in the school year ending 31st August. Income from ancillary activities is generated from additional activities such as music exam fees and after school clubs being offered to pupils in the school year ending 31st August.

COPTHORNE SCHOOL TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST AUGUST 2021

1. ACCOUNTING POLICIES (CONT.)

Income from trading activities includes income earned from rents and lettings to raise funds for the charity. Income is received in exchange for renting out the buildings and fields of the School in order to raise funds and is recognised when entitlement has occurred.

Income from investments includes interest which is included when the amount can be measured reliably. Interest income is recognised using the effective interest method and dividend and rent income is recognised as the charity's right to receive payment is established.

Income from grants received are recognised when there is reasonable assurance that the School will comply with the conditions attaching to the grant and the grant will be received.

d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds relates solely to loan interest payable
- Expenditure on charitable activities includes school operating costs such as teaching costs, welfare costs, premises costs and support costs. Finance and administrative staff costs and other support costs have been directly charged to the charitable main activity.

The irrecoverable element of VAT is included with the item of expense to which it relates.

e) Support costs

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include administrative and governance costs. They are incurred directly in support of expenditure on the objects of the charity.

f) Pension schemes

From 1st September 2020 the School now contributes to a Teacher-specific defined contribution scheme and is accounted for as such.

The School also contributes to a defined contribution personal pension scheme for non-teaching staff.

g) Other employee benefits

When employees have rendered service to the school, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

h) Operating leases

Rentals payable under operating leases are charged to the SOFA on a straight-line basis over the period of the lease.

COPTHORNE SCHOOL TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST AUGUST 2021

i) Tangible fixed assets

Tangible assets are stated at cost less accumulated depreciation. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets retained for use by the School at rates calculated to spread each asset's cost, less its estimated residual value at prices ruling at date of acquisition, over its expected useful economic life, which for each class of asset is initially assessed as averaging:

Freehold buildings and improvements	over 5 to 50 years
Plant and machinery	20% straight line
Motor vehicles	25% straight line
Fixtures and fittings	10% straight line

No depreciation is provided on freehold land.

Items costing less than £1,500 are written off as an expense as acquired.

j) Stocks

Stocks are valued at the lower of cost or net realisable value after making due allowance for obsolete and slow-moving items. Cost includes all direct costs.

k) Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at the transaction price. Any losses arising from impairment are recognised in expenditure.

l) Cash

Cash at bank includes cash and short term highly liquid investments from the date of opening of the deposit or similar account.

m) Funds

Unrestricted income funds are general funds that are available for use at the trustee's discretion in furtherance of the objectives of the charity. Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose. Further details of each fund are disclosed in note 17. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund are set out in the notes of the Financial Statements.

n) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

o) Government grants

Government grants are recognised at the fair value of the asset received or receivable when there is a reasonable assurance that the grant conditions will be met and the grants received. During the year the charity has made use of the UK government coronavirus job retention scheme.

COPTHORNE SCHOOL TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST AUGUST 2021

2. CRITICAL ACCOUNTING ESTIMATES AND AREAS OF JUDGEMENT

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The School makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

Under component accounting the freehold buildings are divided into major components which are considered to have substantially different useful lives. Judgement is used in allocating property costs between components and in determining the useful lives of each component and this judgement may have a material impact on the depreciation charge.

Critical areas of judgement:

Deposits held by the School repayable when a pupil leaves the School are included in other creditors

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Gross fees	4,004,703	-	4,004,703	4,248,649
Less: bursaries, scholarships and allowances	(386,076)	-	(386,076)	(349,067)
Add: other charges to pupils (net)	191,163	-	191,163	118,810
Registration fees	7,588	-	7,588	6,850
Appeals	-	-	-	7,045
	<u>3,817,378</u>	<u>-</u>	<u>3,817,378</u>	<u>4,032,287</u>

£76,518 of the £386,076 total discounts given in 2021 relate to the fee discount given due to the closure of the School during the third Covid-19 lockdown.

4. OTHER TRADING ACTIVITIES

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Rent and lettings	27,982	-	27,982	22,843
Sundry income	52,437	-	52,437	37,616
Coronavirus job retention scheme	63,581	-	63,581	235,339
	<u>144,000</u>	<u>-</u>	<u>144,000</u>	<u>295,798</u>

Funds were received under the government backed Coronavirus Job Retention Scheme (CJRS). These funds were used to cover the salaries of employees furloughed under the scheme.

COPTHORNE SCHOOL TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST AUGUST 2021

5. INVESTMENT INCOME

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Bank interest	381	-	381	9,596

6. GOVERNANCE COSTS

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Auditor's remuneration - current year	9,240	-	9,240	7,200
Auditor's remuneration - prior year	2,730	-	2,730	-
Other accountancy costs	4,994	-	4,994	-
Other governance costs	345	-	345	1,784
	17,309	-	17,309	8,984

During the year, the Governors did not receive nor waive any remuneration from the School or other benefits in their capacity as directors and charity trustees. No expenses (2020: nil) were reimbursed to Governors for attending external meetings and seminars.

During the year, the children of 5 (2020 – 2) of the Governors attended the School. None of the children of the Governors received a bursary.

7. EXPENDITURE: analysis of total expenditure – Current year

	Staff costs £	Other £	Dep'n £	2021 Total £
Charitable activities				
School operating costs				
Teaching	2,084,417	332,529	37,040	2,453,986
Welfare	210,721	114,757	-	325,478
Premises	183,499	483,485	161,292	828,276
Support	332,399	166,028	-	498,427
	2,811,036	1,096,799	198,332	4,106,167
Expenditure on governance	-	17,309	-	17,309
Expenditure on raising funds	-	53,867	-	53,867
	2,811,036	1,167,975	198,332	4,177,343

COPTHORNE SCHOOL TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST AUGUST 2021

7. EXPENDITURE: analysis of total expenditure – Prior year

	Staff costs	Other	Dep'n	2020 Total
Charitable activities	£	£	£	£
School operating costs				
Teaching	2,164,618	261,569	26,701	2,452,888
Welfare	207,353	117,943	-	325,296
Premises	169,193	544,425	159,326	872,944
Support	332,307	146,324	-	478,631
	<u>2,873,471</u>	<u>1,070,261</u>	<u>186,027</u>	<u>4,129,759</u>
Expenditure on governance	-	8,984	-	8,984
Expenditure on raising funds	-	39,532	-	39,532
	<u>2,873,471</u>	<u>1,118,777</u>	<u>186,027</u>	<u>4,178,275</u>

8. NET INCOME

Net income is stated after charged:	2021	2020
	£	£
Depreciation of tangible fixed assets	198,332	186,027
Auditor's remuneration – current year	9,240	7,200
Auditor's remuneration – prior year	2,730	-
	<u> </u>	<u> </u>

9. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	2,363,495	2,361,883
Employer's NI costs	213,749	207,815
Pension contributions	233,796	303,773
	<u> </u>	<u> </u>
	<u>2,811,035</u>	<u>2,873,471</u>

Average number of monthly employees in the year:	2021	2020
	Number	Number
Teaching and teaching support	61	59
Administration, domestic and maintenance staff	35	22
	<u> </u>	<u> </u>
	<u>96</u>	<u>81</u>

COPTHORNE SCHOOL TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST AUGUST 2021

9. STAFF COSTS (Cont)

The number of employees who received total employee benefits (excluding employer pension costs) of more than £60,000 is as follows:

	2021 £	2020 £
£70,001 - £80,000	-	1
£90,001 - £100,000	-	1
£110,001 - £120,000	1	-

Key management personnel are considered to be the School's Leadership Team, comprising the Headmaster, Bursar, Deputy Head, Head of Nursery and Pre-Prep, Director of Operations and the Director of Wellbeing. The total remuneration and benefits received by key management personnel during the year was £495,039 (2020 - £506,503).

10. TANGIBLE FIXED ASSETS

	Freehold property £	Plant & Machinery £	Fixtures, fittings & IT £	Motor vehicles £	Assets under construction £	Total £
Cost						
At 1 st September 2020	3,688,536	64,304	501,350	194,305	-	4,448,495
Additions	-	66,462	25,428	7,900	132,138	231,928
Disposals	-	-	-	(29,568)	-	(29,568)
At 31 st August 2021	3,688,536	130,766	526,777	172,637	132,138	4,650,855
Depreciation						
At 1 st September 2020	1,657,700	38,741	258,669	147,348	-	2,102,458
Charge for the year	78,247	14,398	77,504	28,183	-	198,332
Disposals	-	-	-	(24,632)	-	(24,632)
At 31 st August 2021	1,735,947	53,139	336,173	150,899	-	2,276,158
Net Book Value						
At 31 st August 2021	1,952,589	77,627	190,605	21,738	132,138	2,374,697
At 31 st August 2020	2,030,836	25,563	242,681	46,957	-	2,346,037

11. FIXED ASSET INVESTMENTS

Investment in Group Undertaking

On 13th November 1990, the Charity acquired 100 £1 Ordinary shares, for £nil consideration, representing the entire issued share capital of Copthorne School Services Limited, a company incorporated in England and Wales. Copthorne School Services Limited has remained dormant since incorporation in November 1990.

COPTHORNE SCHOOL TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST AUGUST 2021

12. DEBTORS

	2021	2020
	£	£
Trade debtors	28,891	3,637
Other debtors	11,631	36,644
Prepayments	152,834	93,485
	<u>193,356</u>	<u>133,766</u>

13. CREDITORS: FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade creditors	68,579	33,591
Pension liability	32	26,452
Other taxation and social security	-	52,761
Accruals and other creditors	14,621	48,016
Fees received in advance and deposits held	732,490	461,094
	<u>815,722</u>	<u>621,914</u>

14. CREDITORS: FALLING DUE MORE THAN ONE YEAR

	2021	2020
	£	£
Pension liability	<u>71,178</u>	<u>66,856</u>

15. FINANCIAL INSTRUMENTS

	2021	2020
	£	£
Financial assets measured at amortised cost	<u>1,725,955</u>	<u>1,827,246</u>
Financial liabilities measured at amortised cost	<u>301,119</u>	<u>314,423</u>

Financial assets measured at amortised cost comprise trade debtors and cash at bank.

Financial liabilities measured at amortised cost comprise trade creditors, pension creditors, pupil deposits and accruals.

COPTHORNE SCHOOL TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST AUGUST 2021

16. FUNDS: ANALYSIS OF NET ASSETS – current year

	Fixed Assets	Net Current Assets	Long Term Liabilities	2021 Fund Balances
	£	£	£	£
Restricted funds	25,000	31,144	-	56,144
Unrestricted funds	2,349,697	1,088,516	(71,178)	3,367,035
	<u>2,374,697</u>	<u>1,119,660</u>	<u>(71,178)</u>	<u>3,423,179</u>

FUNDS: ANALYSIS OF NET ASSETS – prior year

	Fixed Assets	Net Current Assets	Long Term Liabilities	2020 Fund Balances
	£	£	£	£
Restricted Funds	26,000	31,144	-	57,144
Unrestricted Funds:	2,320,037	1,328,438	(66,856)	3,581,619
	<u>2,346,037</u>	<u>1,981,496</u>	<u>(66,856)</u>	<u>3,638,763</u>

17. FUNDS MOVEMENT – current year

	1 September 2020	Income	Expenditure	Transfers	31 August 2021
	£	£	£	£	£
Restricted funds	57,144	-	-	(1,000)	56,144
Unrestricted funds	3,581,619	3,961,759	(4,177,343)	1,000	3,367,035
	<u>3,638,763</u>	<u>3,961,759</u>	<u>(4,177,646)</u>	<u>-</u>	<u>3,423,179</u>

The restricted funds are comprised of £25,000 for a Classroom block in 1997, and £31,144 for the funds received from the Astro pitch appeal.

17. FUNDS MOVEMENT – prior year

	1 September 2019	Income	Expenditure	Transfers	31 August 2020
	£	£	£	£	£
Restricted funds	54,330	3,814	-	(1,000)	57,144
Unrestricted funds	3,425,027	4,333,867	(4,178,275)	1,000	3,581,619
	<u>3,479,357</u>	<u>4,337,681</u>	<u>(4,178,275)</u>	<u>-</u>	<u>3,638,763</u>

COPTHORNE SCHOOL TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST AUGUST 2021

18. CAPITAL GRANTS FUND (RESTRICTED)

	2021 £	2020 £
Balance as at 1 st September 2020	26,000	27,000
Release to income and expenditure account	(1,000)	(1,000)
	<hr/>	<hr/>
Balance as at 31 st August 2021	25,000	26,000
	<hr/>	<hr/>

A capital grant of £50,000 was received from the Southover Manor General Educational Trust Limited in March 1997 as a contribution towards the school classroom block.

19. OPERATING LEASES

	2021 £	2020 £
Due within 1 year	8,897	7,637
Due from 1-5 years	18,194	20,021
Due in 5+ years	976	-
	<hr/>	<hr/>

20. RELATED PARTY TRANSACTIONS

There are no related party transactions during the period (2020: £ nil).

21. PENSION SCHEMES

The School runs three defined contribution personal pension schemes for those members of staff not entitled to join the teacher's scheme: Aviva Pensions Trust for Independent Schools (APTIS). The cost for the year represents the School's contributions to the scheme of £56,789 (2020: £27,091) and there were no contributions due at the year end.

Contributions in respect of the company's defined contribution pension scheme are charged to the income and expenditure account for the year in which they are payable to the scheme. Differences between contributions payable and contributions actually paid in the year are shown as either accruals or prepayments at the year end.

Independent Schools' Pension Scheme

The company participates in the scheme, a multi-employer scheme which provides benefits to some 66 non-associated employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore, it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

COPTHORNE SCHOOL TRUST LIMITED
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST AUGUST 2021

21. PENSION SCHEMES (CONT)

The scheme is classified as a 'last-man standing arrangement'. Therefore, the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out with an effective date of 30 September 2017. This actuarial valuation was certified on 27 December 2018 and showed assets of £149.4m, liabilities of £187.6m and a deficit of £38.2m. To eliminate this funding shortfall, the trustees and the participating employers have agreed that additional contributions will be paid, in combination from all employers, to the scheme.

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the scheme liabilities.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

The school is required to pay £6,257 per annum, increasing 3% each year, from 1 September 2017 for the next 12 years.

The present value of the contributions is £69,121 using a discount rate of 1.09%.