



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/01/2020 Period start date To 31/12/2020 Period end date

Charity name: ARCHBISHOP TENISON'S SCHOOL (CROYDON) DEVELOPMENT TRUST

Charity registration number: 282496

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To raise and to hold sums of money or other assets so as to advance the education of pupils at Archbishop Tenison's School Croydon.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Improved facilities for education at the School is the public benefit that the Development Trust provides.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In forming its objectives the Trustees have given due regard to the Charities Commission published Guidance on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>As usual the Development Trust has covered the full cost of the School's required contribution to the Southwark Diocesan Maintenance Fund (£13618). The annual sum requested currently accounts for about 50% of the current normal regular income of the Charity. There continue to be significant maintenance requirements, given the age of the buildings.</p> <p>During 2020 the sports hall project was declared finished. At the end of 2019 the amount of £38,000 was still outstanding from the loan made to the Trust by the School Foundation. In order to complete repayment of the loan the Trust made 3 payments to the School on behalf of the Foundation. These payments were considered as loan repayments by the Foundation. The first payment was a grant to the School of £5000 for efforts to raise the profile of the School in the eyes of potential new students in years 7 and 12. The second and third payments, £18300 and £14700, were both for computers. The total payments of £38000 meant that the repayment of the £100000 loan was completed. A letter dated December 23, 2020 has been received from the Foundation confirming completion of repayment.</p> <p>An additional grant of £4500 was made towards new computers, and a payment of £3500 was made to the School's building consultant who prepares plans and bids for maintenance and capital expenditure on buildings.</p> <p>All these matters improve the facilities available for the education of all pupils attending Archbishop Tenison's School Croydon.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>The investment in computers has been vital to the running of the school through the challenges of the COVID19 pandemic.</p> <p>Various modifications to the buildings have been made to facilitate further increase in pupil numbers as well as updating numerous</p>
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		<p>facilities available to all students, particularly toilets and changing rooms.</p> <p>Completion of the sports hall and repayment of the loan are big achievements for the Trust.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>Regular voluntary donations made by parents and carers have held up well despite the pandemic.</p> <p>Reclaiming of gift aid continues to be quarterly and up to date, within a few weeks of end of quarter.</p>
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The Trust's cash funds have decreased during the year by £30500, leaving £41700 available. This decrease is due to the sums paid to complete repayment of the £100000 loan.</p> <p>Regular income and expenditure continue to be roughly in balance, with a suitable reserve retained.</p> <p>The trust continues to retain the COIF fund, containing ~£16000, held as assets.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The Charity seeks to build up some reserves to allow it to support more significant projects, particularly where provision of Development Trust funds will be needed by the School to meet the contribution (normally 10%) to significant capital projects expected by the Diocese.</p> <p>Reserves can also be used to make grants for small scale items of equipment etc.</p>
Amount of reserves held	Para 1.22	£41700 in the main accounts and £16000 in the CCLA charities investment fund.
Reasons for holding zero reserves	Para 1.22	The Charity holds reserves.
Details of fund materially in deficit	Para 1.24	<p>After completion of repayment of the £100000 loan the trust no longer has material deficit.</p> <p>The Charity has the following liabilities as at 31/12/20:-</p> <ul style="list-style-type: none"> • Diocesan Maintenance Fund Payment for 2020 - £16000. • Contribution to 2020 capital building works - expected to be ~£11000 <p>To offset these liabilities the Trust has total reserves and assets of £57800.</p> <p>At the year end the only outstanding Gift Aid claim with HMRC is for the quarter October to December 2020, which is expected to raise circa £1000, which sum is in addition to the reserves and assets sum referred to above.</p> <p>Additionally, normal fund raising from parental giving in 2021 can be expected to raise circa £25,000.</p>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The Trustees believe that, based upon the statements set out above, as at 31/12/2020 the Charity is in a position to continue as a going concern.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>The principal income of the Development Trust remains regular giving by parents of pupils at the School, together with occasional donations from past pupils and other supporters of the School. Parents are encouraged to gift aid their giving where possible such that a tax claim can be made to HMRC, and this has created a welcome addition to the income of the charity. However the level of normal income that is gift aided has continued to reduce, albeit not by very much in the last year. Occasionally money is received from match funding by an employer in regard to a parental donation by one of their employees. A small amount of money is also raised from fund raising events.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<p>Monies not immediately needed are invested in a Base Rate Tracker account, together with the sum invested in the CCLA Investment Fund.</p>
A description of the principal risks facing the charity	Para 1.46	<p>The reduction of voluntary parental contributions, and the slight further reduction in gift aid giving, together with the cuts in the general school budgets from the local authority, leads to a greater demand on the Charity's funds to support school projects, and this from a generally diminishing level of normal regular giving per pupil.</p>
Other		

Structure, Governance and Management

Description of charity's assets:		All assets are cash at the Bank, except a sum of ~£16000 held in the CIOF Charity Investment Fund
Type of governing document (trust deed, royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are normally parents of present and former pupils, and are normally selected as a result of consultation with the Governors of the School and the School's Parents Association. Three Trustees are nominees of the Governors of Archbishop Tenison's Foundation and two of the Committee of Archbishop Tenison's Parents Association.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Trustees conducts its business mainly through formal minuted meetings. It met formally on 4 occasions during the year. David Smith retired from the trust and moved out of the area midyear. Richard Parrish no longer wishes to continue as a trustee from midyear. Tanya White was appointed trustee in August. Further recruitment efforts are underway for at least one and possibly two more trustees.
Relationship with any related parties	Para 1.51	Whilst the Development Trust is a wholly independent body managed and controlled by its 5 Trustees (three of whom are appointed by the Governors of the School), it nevertheless works with other bodies connected with governance and funding of Archbishop Tenison's School Croydon. These are the Governing Body (the Governors of the School) together with the School Foundation (controlled by the Foundation Governors), and which holds some relatively limited financial assets on behalf of the School. The school governing body has three types of Governors, those appointed by the Foundation (Foundation Governors), those by the Diocese and those by the Local Education Authority.

		Some trustees are also donors to the trust, giving a total of £540 in the year. The trustees do not use their contributions for any influence and in any case the amount given in 2020 is not material to the trust income and expenditure.
Other		

Reference and Administrative details

Charity name	ARCHBISHOP TENISON'S SCHOOL (CROYDON) DEVELOPMENT TRUST
Other name the charity uses	
Registered charity number	282496
Charity's principal address	Archbishop Tenison's C E High School Croydon, Selborne Road, Croydon CRO 5JQ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Marie Winter	Chair		Governors of the School
2	Simon Smith			Governors of the School
3	Trevor Hill	Treasurer		School Parents Association
4	Tanya White		1/8/20-31/12/20	School Parents Association
5	Richard Parrish		1/1/20 – 31/7/20	Governors of the School
6	David Smith	Secretary	1/1/20 – 31/7/20	School Parents Association
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Corporate trustees – names of the directors at the date the report was approved

Director name		
There are no corporate Trustees		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
The Trust holds no property		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	No funds are held as custodian Trustees on behalf of others
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
	There are no advisors	

Name of chief executive or names of senior staff members (Optional information)

The Charity has no staff. The Charity pays for no financial, secretarial or other support, and all such activities are undertaken by either the Trustees or parents or friends of the School on a voluntary basis.
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Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

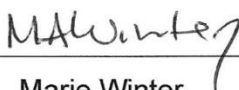
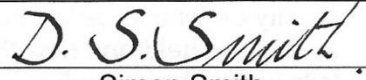
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Marie Winter	Simon Smith
Position (eg Secretary, Chair, etc)	Chair	Trustee

Date	13 SEPTEMBER 2021 July 2021
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Supporting Charitable Organisations

14 September 2021

Independent Examiner's report to the Trustees of The Archbishop Tenison's School Development Trust, Charity commission number 282496

I report on the accounts for the year ended 31 December 2020 which were set out on the documents provided to me.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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

Independent Examiner's statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Yours sincerely



Martyn Burt

B.Sc.(Hons), ACMA, CGMA

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For Future Trustee Consideration (this does not form part of the formal report)

Trustee meeting minutes and financial reporting – I noted that there was only minimal reference to financial matters on the trustee minutes; usually just a comment from Mike on how much was in the bank and any significant changes, new givers, others dropping off. I would have expected to see a better financial section outlining what the receipts/income was for the period, how it compared to the budget, and the same for payments/expenditure. Indeed, is there a budget that is used to measure how the finances are going? How do the trustees know if the position is better or worse than expected?

Trustee meetings – safeguarding. As most of the activities relate to relationships and contact with children and other people, should there be a regular report on meeting agendas about safeguarding? Any issues that have been encountered etc. In the current climate you need to ensure you are doing all you can to prevent any issues arising or being overlooked.

Risk assessment – are regular risk assessments taken, especially for new activities undertaken?

Production of invoices – I noted that payments from schools for pantos did not agree with the invoices. Why? Were the amounts material? Ideally all invoices should agree with payments.

Production of trustees annual report (TAR) – this has been left far too late. Ideally if the year-end is 31 August, the TAR and IE review could be completed by Christmas!

The TAR – although it gives a brief review of the year, it doesn't include the items a suggested TAR should include. If you look at the layout as set out last year, you can see what should be included. I attach last year's TAR for comparison purposes, but the standard layout would include the following:

- Reference and Administrative Information (charity name and contact address)
- Trustee details (everyone who has served in the year)
- Structure, Governance and Management (trust deed, appointment of trustees, governance issues)
- Objectives and Activities (what you do and how you do it)
- Review of activities and achievements (what you did in the year – annual review)
- Financial Review (summary of financial activities in the year – how much received, how much spent etc)
- Reserves policy (what is your policy for reserves and how do the year end figures match up to this)
- Plans for future periods (what you hope to do in the future)

In the current climate it would also be good to refer to the impact of COVID on the charity, and how you plan to overcome it.

Martyn Burt

