

**BIRCHWOOD HIGH SCHOOL**  
**(A Company Limited by Guarantee)**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

**BIRCHWOOD HIGH SCHOOL**  
**(A Company Limited by Guarantee)**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Members**

A Sherriff (appointed 8 December 2021)  
A Swanepoel (appointed 8 December 2021)  
C Gater  
E Field (appointed 8 December 2021)  
J Gray  
N Prior (appointed 8 December 2021)  
N Coop (appointed 8 December 2021)  
R Crowland (resigned 8 December 2021)  
G Turner (resigned 8 December 2021)  
L Watkins (resigned 8 December 2021)  
J Winter (resigned 8 December 2021)  
R Bamlett (resigned 8 December 2021)  
R Townsend (resigned 8 December 2021)  
C Sear  
J Mansfield (resigned 8 December 2021)  
L Lloyd-Warren (resigned 8 December 2021)  
J Wach (resigned 8 December 2021)  
C Emery (resigned 8 December 2021)  
J Oglesby (resigned 8 December 2021)  
M Free (resigned 8 December 2021)

**Trustees**

C Gater, Chair of Trustees  
K Byers (appointed 8 December 2021)  
C Sear  
C Emery (appointed 8 September 2021)  
C Pressland  
G Turner  
H Mansfield  
J Winter  
J Oglesby (appointed 15 September 2021)  
L Lloyd-Warren  
M Free (appointed 8 September 2021)  
R Townsend  
R Noblett  
R Bamlett  
Dr C Ingate  
R Crowland (resigned 25 August 2022)  
L Watkins (resigned 30 June 2022)  
J Wach (resigned 9 March 2022)  
F Gray (resigned 11 November 2021)  
A Wilson (resigned 24 September 2021)

**Company registered number** 07791971

**Company name** Birchwood High School

**Principal and registered office** Parsonage Lane  
Bishop's Stortford  
Hertfordshire  
CM23 5BD

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**REFERENCE AND ADMINISTRATIVE DETAILS (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

<b>Company secretary</b>	Deryk Bull
<b>Accounting Officer</b>	Chris Ingate
<b>Senior Leadership Team</b>	Dr C Ingate, Principal C Gilbank, Deputy Principal S Stopps, Deputy Principal S Connor, Assistant Principal R Herbert, Assistant Principal J Jacobsen, Assistant Principal D Bull, Finance Director
<b>Independent Auditors</b>	Price Bailey LLP Chartered Accountants Causeway House 1 Dane Street Bishop Stortford CM23 3BT
<b>Bankers</b>	Lloyds TSB 31 Fore Street Taunton Somerset TA1 1HN
<b>Solicitors</b>	Stone King LLP 16 St. John's Lane London EC1M 4BS

**BIRCHWOOD HIGH SCHOOL**  
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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

The Trustees present their Annual Report together with the financial statements and Auditors' Report of Birchwood High School (the Trust, the Academy or the Charitable Company) for the period 1st September 2021 to 31st August 2022. The Annual Report serves the purposes of both a Trustees' Report and a Directors' Report under company law.

The Academy operates a School for pupils aged 11-19 serving the catchment area of Bishop's Stortford and surrounding villages. It has a pupil capacity of 1,500 (including 6th form) and a roll of 1,414 in October 2022.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Constitution**

The Academy is a Company limited by guarantee and an exempt charity. The Charitable Company's Memorandum and Articles of Association are its primary governing documents. The Trustees of the Charitable Company are also the Directors for the purposes of company law. The terms Trustee, Director and Governor are interchangeable. The Charitable Company is also known as Birchwood High School (the School).

Details of the Trustees who served throughout the year are included in the Reference and Administrative Details section on page 1.

During the year The Trust revised its governance appointments such that the majority of Members are independent of the Board of Trustees. This was implemented through the appointment of new Members at the Annual General Meeting on 8th December 2021

### **Member's liability**

Each Member undertakes to contribute to the assets of the Academy in the event of it being wound up while they are a Member, or within one year after they cease to be a Member, such amount as may be required, not exceeding £10, for the debts and liabilities contracted before they ceased to be a Member.

### **Trustee and Officers' Indemnities**

In accordance with normal commercial practice the Academy has purchased insurance to protect Trustees and Officers from claims arising from negligent acts, errors or omissions occurring whilst on Academy business. During the year insurance was in place with Zurich Insurance PLC and provides indemnity up to £5,000,000. The details of the costs are disclosed in note 13 to the accounts.

### **Method of recruitment and appointment or election of Trustees**

The arrangements are as set out in the Funding Agreement and Articles of Association.

The Trustees are appointed for a fixed term. The Principal is an ex officio member of the Board of Trustees, appointed by the Members. Parent Trustees are elected to office by parents or appointed if there are insufficient candidates offering themselves for election. Member appointed Trustees are appointed by the Members. The Articles of Association make provision for at least 2 Parent Governors and up to 15 Member appointed Trustees.

The Trustees can appoint co-opted Trustees (co-opted Trustees cannot take part in co-opting other Trustees and employees cannot be co-opted if the total number of Staff Trustees would exceed one third of the total).

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

**Policies and Procedures adopted for the induction and training of Trustees**

All Trustees sign the HMRC Fit and Proper Persons Declaration and are expected to adhere to the Committee on Standards in Public Life guidance "The 7 Principles of Public Life" also known as "The Nolan Principles". All Trustees are provided with secure access to all policy documents. It is recommended that all new Trustees attend induction training run by Hertfordshire County Council Governance Service within 6 months of appointment.

The Academy is committed to providing adequate opportunities for Trustees to undertake and receive suitable training so as to enable them to perform their role effectively. To this end the Academy provides an internal programme of continued professional development led by School staff and links with external training providers.

All new Trustees are entitled to an induction to the role, according to their need, which may include, introductory sessions, mentoring and formal courses. This process will involve a meeting with the Chair of Trustees and Principal or Deputy Principal. All Trustees are provided with an induction pack plus access to policies and procedures documents that are appropriate to the role they undertake as Trustees with particular emphasis on the committee work that they will undertake.

**Organisation**

The governance of the Academy is defined in the Memorandum and Articles of Association together with the funding agreement with the Department of Education.

The Board of Trustees which meets on at least 6 occasions per year and the individual Committees are responsible for the strategic direction of the Academy. The Finance & Estates Committee meets at least 5 times per year; the Curriculum and Personnel Committees meet at least 5 times per year; the Audit and Risk Committee meets at least 3 times per year and the Pay Committee meets at least once per year. The Board of Trustees reviews progress towards educational objectives and results; approves major expenditure requests; sets the budget for the following year; sets the organisational staffing structure; and, through the Principal's Performance Management Committee, agrees the performance objectives of the Principal with the School Improvement Partner, and reviews them.

The Principal is the designated Accounting Officer and has overall responsibility for the day to day financial management of the Academy. The Principal has delegated responsibility for low values of expenditure to specific budget holders who are each responsible for managing their own departments within the constraints of their allocated budgets. A system of financial controls (the Schedule of Financial Delegation) is in place to manage this process.

The Principal manages the Academy on a daily basis supported by a Senior Leadership Team (SLT). The SLT meets frequently to discuss emerging matters and to help to develop strategies for future development to be put to the Principal and the Board of Trustees as required for approval. Each member of the SLT has specific responsibilities to assist the Principal to manage certain aspects of the Academy.

Key management personnel include Trustees and those staff to whom the Trustees have delegated significant authority and responsibility in the day-to-day running of the Academy i.e. The Senior Leadership Team included in the Reference and Administrative Details section on page 1.

Pay and remuneration of key management personnel is decided by a variety of contributory factors, such as the school group size, Individual School Range (ISR), the pay scales for each role and the level of experience of each staff member. In addition, pay levels may be affected by nationally agreed pay awards, the ability to recruit and retain in post, all of which are in accordance with the Academy's appointment and pay policies.

All amendments to key management's pay and remuneration is approved by the Pay Committee and ratified as required by the Board of Trustees.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

**Trade union facility time**

There was 1 support staff trade union representative based in the School this year, the respective representative performed 3 hours of union time within the year as part of their duties, which incurred expenditure of £81.

**Fundraising**

The Academy only held small fundraising events during the year and does not work with professional fundraisers or companies who carry out fundraising on its behalf. During the year no complaints or issues have arisen as a result of the fundraising events.

**Related Parties and Other Connected Charities and Organisations**

Owing to the nature of the Academy's operations and the composition of the Board of Trustees being drawn from local public and private sector organisations, it is inevitable that from time to time transactions will take place with organisations in which Trustees may have an interest. All transactions involving such organisations are conducted at arm's length and in accordance with the Academy's financial regulations and normal procedures. Any transaction where the Trustee may have a pecuniary interest is only undertaken in accordance with the 'at cost' principle described in the Academy Trust Handbook, including notifying the ESFA of all transactions made on or after 1 April 2019 and obtaining their approval where required, and with the Academy's financial regulations and normal procurement procedures relating to connected and related party transactions.

The Academy cooperated with the following organisations during the academic year in pursuit of its charitable activities:

- 1) The Bishop's Stortford Football Club (BSFC) – a private limited company run on a not-for-profit basis, collaborates with Birchwood High School to provide a Football Academy at the School. This scheme runs for two years offering players the opportunity of attending a full-time football training programme with opportunities to progress into the Bishop's Stortford first team and all players also attend a two-year Sports Science BTEC course at the School providing students with the opportunity to progress into degree studies at universities. The School purchases training and coaching from BSFC. An ex- Trustee at the School is a non-salaried Director of BSFC (leaver Jan 20).
- 2) HertsCam – a Charitable Company aiming to improve teaching and learning in schools and so enhance the life chances of young people. The School works closely with HertsCam to provide teacher training opportunities and to advance education for the public benefit through the provision of programmes for teachers to improve the quality of education in schools. The Principal has been a Trustee since 2012.

**OBJECTIVES AND ACTIVITIES**

**Objects and Aims**

The principle objects and aim of the Charitable Company is the operation of the School to provide free education and care for pupils of different abilities between the ages of 11 and 19.

The Board of Trustees continues to set the School's strategic aims through the School Transformation Plan (STP). These aims are monitored closely through the work of the Senior Leadership Team and the Board of Trustees and Committees. The strategic intent of the School is to provide outstanding education and opportunities for all and to be a 'Great School.'

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

**Objectives, Strategies and Activities**

During the year the School has worked towards achieving these aims by:

- ensuring that every child enjoys the same high-quality education in terms of resourcing, tuition and care;
- raising the standard of educational achievement of all pupils;
- improving the effectiveness of the Academy by keeping the curriculum and organisational structure under continual view;
- providing value for money for the funds expended;
- complying with all appropriate statutory and curriculum requirements;
- maintaining close links with industry and commerce; and
- conducting the Academy's business in accordance with the highest standards of integrity, probity and openness.

At Birchwood High School we aim to get the best for, and from, each child. We intend to enable each child to realise his or her full academic, creative and physical potential and to develop positive social and moral values by:

- valuing diversity and seeking to give everyone in the School an equal chance to learn, work and live, free from the action, or fear, of racism, discrimination or prejudice;
- working together to develop the potential of all pupils academically, socially, culturally and psychologically and to establish a community that is just and fair for all people who work at or visit the School;
- ensuring that students are happy and healthy, enthused by the intellectual, social and physical challenges posed by their experience at School;
- teaching them to be independent learners who are aware of how to learn and who understand the role of emotions and dispositions in the learning process, and who can draw on to these address challenge and difficulty, as well as success;
- ensuring that all staff have the opportunity to develop further as self-directed, reflective learners, through working collaboratively with others to enhance their own expertise. Through their passion, teachers enthuse and inspire others to explore new ideas;
- working in partnership with parents to enable them to fulfil their roles as true partners, recognizing their role in the student - school – parent partnership with the aim that every child realises their potential; and
- working closely with our Board of Trustees which contributes to the life of the School on a wider scale and acts as a critical friend to support the School in achieving our aim of becoming a centre of excellence.

Education at Birchwood is open to all young people from 11 to 19 in the Bishop's Stortford locality regardless of race, gender, religion, sexual orientation, social class and ability.

At Birchwood we value our links with the wider community. The School engages in initiatives and activities to promote understanding of our place in the global community as well as supporting links to the local community. In accordance with Object 4b of our Articles of Association the Board of Trustees actively promotes the use of our facilities for the benefit of our local community.

**Public Benefit**

The Trustees believe that by working towards the objects and aims of the School as detailed above, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.



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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

**STRATEGIC REPORT**

**Achievements and performance**

The Academy continued its mission to ensure that students achieved their potential in public examinations; to encourage a wide range of extra-curricular activities; to develop and retain suitable staff and to guide students in suitable progression when they leave the School.

For 2022, the School took part in their first set of external examinations for two years.

	<b>2020</b>	<b>2021</b>	<b>2022</b>
Number of pupils	228	214	231
Pupils with adjusted scores	Not reported	Not reported	3
School progress score	*FFT -0.20	*FFT -0.32	-0.36
Confidence interval	Not reported	Not reported	-0.56 to -0.16
National average	*FFT -0.00	*FFT -0.00	0.00

KPI	2021-22 Target	2021-22 Actual
Student Attainment GCSE L2	0	-0.36
Progress 8 Score		
Attainment 8 Score per pupil DfE	47.27	48.17
% achieving grade 5 or above in English and maths	57%	48%
% achieving grade 4 or above in English and maths	76%	68%

	2020	2021	2022
P8 En	-0.34 *FFT	-0.56 *FFT	-0.59
P8 Ma	+0.12*FFT	-0.15 *FFT	-0.19

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The progress of disadvantaged students

	2020	2021	2022
Progress score for disadvantaged pupils	-0.43*FFT	-0.05 (Internal)	-0.84
Confidence interval	Not reported	Not reported	-1.39 to -0.29
Number of disadvantaged pupils	38	35	26
Disadvantaged pupils with adjusted scores	Not reported	Not reported	Not reported
National average for non-disadvantaged pupils	Not reported	Not reported	Not reported

	2020	2021	2022
%L4 + En + Ma	*FFT 61%	37%	35%
%L5 + En + Ma	*FFT 29%	17%	22%
%L4 + En	*FFT 73%	49%	46%
%L4 + Ma	*FFT 66%	57%	31%

Closing the gap for disadvantaged students is a key objective for Birchwood High School. Every one of our 26 disadvantaged students went on to their chosen Sixth Form or FE College with all those eligible to study A-Level at Birchwood enrolling into our Sixth Form.

A-Level students achieved 100% 1+ A\*-E grades with 50% of grades at A\*-B. The average grade was C+.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

	2020	2021	2022
Number of Pupils	97	116	119
Number of DA	11	6	5
Number of Academic entries	107	108	86
Number of Applied entries	42	43	56
A Level Average as a Grade	*FFT B	B	C+
A Level Average as a Point Score	*FFT 40.6	38.1	33.89
A Level L3 Value Added	Not reported	Not reported	Not reported
Applied Average as a Grade	Dist –	Dist*	Dist
Applied Average as a Point Score	32.77	39.8	35.7
Applied L3 Value Added	Not reported	Not reported	Not reported
DA	2020	2021	2022
A Level Average as a Grade	B-	C	C
A Level Average as a Point Score	37.37	28.5	30
A Level L3 Value Added	Not reported	Not reported	Not reported
Applied Average as a Grade	Dist -	Dist	Dist
Applied Average as a Point Score	28.8	32	35.5
Applied L3 Value Added	Not reported	Not reported	Not reported

The numbers applying for places in Year 7 has shown improvement since the 'Good' Ofsted judgement in 2019. For September 2022, we enrolled 227 Year 7 students from 943 applications. Data for Year 7 applications for September 2023 shows 847 applications, 389 first and second choice applications (423 for 2022) and we expect to have a close to full roll for next year. Sixth Form enrolment was slightly lower in September 2022, with 123 students coming into Year 12, with 104 students currently in Year 13. Data for numbers for September 2023 will be available in by December 2022.



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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

DA	2022-23 Target
A Level Average as a Grade	C
A Level Average as a Point Score	34
A Level L3 Value Added	0.00
Applied Average as a Grade	Dist
Applied Average as a Point Score	35
Applied L3 Value Added	0.00

	2022-23 Target
% overall attendance	> 95
% persistent absence (over 10% school days missed)	< 18
% persistent absence (over 15% school days missed)	< 6
% unauthorised absence	< 1.0
Fixed term exclusions (days per term)	< 30

### **Key Financial Performance Indicators**

Pupil numbers (on which the Academy's funding is based) – the School's Pupil Admission Number is 240 in each year group for years 7 to 11 giving an expected maximum of 1,200 students in key stages 3 and 4. 270 were admitted to year 7 in September 2021 in response to local need. The funded number for 2021-22 was 1,178. The workable maximum number in the 6th form (Key stage 5 or years 12-13) is 300 and the aim is to maintain viability by recruiting a minimum of 200 students in key stage 5. The funded number of 6th form students in 2021-22 was 238.

Staff costs as a percentage of total income – The long term aim is to achieve staffing costs at 80% of total income (excl parental trip income & CIF). In 2021-22 this metric was 81.6% (2020-21 78.1%) the movement partially due to the return to normality with no Covid-19 furlough support. The Academy will continue to manage this KPI figure through efficiencies, increasing pupil numbers and natural staff wastage.

Catering and lettings profitability – Catering aims to break even with the income from the sale of meals to students and staff by matching the cost of staff, provisions, catering consumables plus kitchen repairs and maintenance to income generated. At the end of 2021-22 the department made a loss of £45,631. This loss was a direct result increased prices for food & drinks coupled with higher transportation costs, the comparable figure for 2020-21 was a loss of £88,285 .

Letting of the Academy facilities to the community was in earlier years outsourced to School Lettings Solutions who had been engaged since October 2017. As a result of initial social distancing requirements followed by national lockdown forcing School closures the respective supplier was placed in administration owing the Academy amounts of profit share. The Academy is currently in dialogue with the administrators to recover as much of these funds as possible. To date there has been no recovery from the School Lettings Solutions administrators & the Academy has decided to write off the debt in total. With the return to a normal school environment the lettings activities have been strong, we have utilised School Hire for the collections/booking process with the management of the lettings activities carried out in house. 2021-22 letting income was £210,410 which resulted in a surplus of £103,613 for the year (Income of £85,874 with surplus of £30,939 for 2020-201).

The Academy administered the Free School Meal voucher scheme on behalf of Hertfordshire County Council over the various holiday periods, this ensured that families needing support within this category were provided with assistance in a timely and organised manner.

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**TRUSTEES' REPORT (CONTINUED)**  
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Final outturn against required budget outturn – the Academy aims to live within its means and balance in-year income and expenditure. The final outturn for 2021-22 showed a deficit in the income and expenditure account of £50,189, excluding the restricted fixed asset fund and pension reserve. During the year, after consideration of the level of reserves available and the need for investment in the School Estate, the Trustees approved a programme of incremental improvements which has been implemented and funded as follows: During the current academic year the school undertook a number of repair and maintenance projects including the remodelling of the school reception area, an upgrade of the PLC space, the replacement of damaged boarding around the astro turf pitch and the replacement of the CCTV cameras across the school estate. The in year-expenditure amounted to £154,531 and the £50,189 deficit is stated after this expenditure. The Trustees have also approved the refurbishment of a toilet block & the replacement of the school boilers which will be completed during 2022-23. £160,000 of the unrestricted free reserves have been allocated towards the completion of these works. The school contacted the ESFA enquiring of any availability of Emergency CIF funding for the boiler replacement before committing reserves, but no such funding was available.

### **Going Concern**

After making appropriate enquiries, the Board of Trustees has a reasonable expectation that the Academy has adequate resources to continue in operational existence for the foreseeable future. For this reason it continues to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Statement of Accounting Policies.

In making this statement the Board of Trustees has taken into due consideration the effects upon the Academy of the Covid-19 Pandemic and the subsequent return to a more normal operating structure

Further consideration on the Academy's ability to continue as a going concern as a result of the Covid-19 Pandemic can be found in Note 1.3.

### **Financial Review**

The principal source of funding for the Academy is the GAG and other grants that it receives from the Education and Skills Funding agency (ESFA). For the year ended 31 August 2022 the Academy received £9,033,542 of GAG and other funding. A high percentage of this income is spent on wages and salaries and support costs to deliver the Academy's primary objective of the provision of education. During the year the Academy spent £9,055,307 on general running costs (excluding depreciation and pension adjustments). The Academy brought forward from 2020-21, £143,584 restricted funds excluding pension liability and £1,040,951 (incl APT fund) unrestricted funding. The carry forward for 2021-22 is £45,909 restricted funding excluding pension liability and £1,088,437 unrestricted funding (incl ATP fund).

The Local Government Pension Scheme - the Academy is recognising pension fund deficit of £263,000. This does not mean that an immediate liability for this amount crystallises and such a deficit generally results in a cash flow effect in the form of increased employer contributions over a number of years. While there has been a significant reduction in the opening deficit of £3,373,000 resulting from the application of actuarial assumptions, this does not guarantee that contribution rates will reduce and ease the cash flow effect on the Trust.

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**TRUSTEES' REPORT (CONTINUED)**  
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A summary of the Academy's funds can be seen below:

	Restricted General Funds	Unrestricted Funds	Fixed Asset Fund	Pension Reserve	Total
Incoming Resources	8,235,136	769,982	28,424	-	9,033,542
Resources Expended	(8,246,907)	(722,496)	-	-	(8,969,403)
LGPS Charge	-	-	-	(845,000)	(845,000)
Depreciation	-	-	(511,109)	-	(511,109)
Employer contributions paid	-	-	-	313,000	313,000
Total Resources Expended	(8,246,907)	(722,496)	(511,109)	(532,000)	(10,012,512)
Assets Purchased from GAG	(85,904)	-	85,904	-	-
Actuarial Gains	-	-	-	3,905,000	3,905,000
Surplus / (Deficit) for the year	(97,675)	47,486	(396,781)	3,373,000	2,926,030
Balance at 1 September 2021	143,584	1,040,951	8,695,784	(3,636,000)	6,244,319
Balance at 31 August 2022	45,909	1,088,437	8,299,003	(263,000)	9,170,349

### Reserves policy

The Trustees are aware of the requirement to balance current and future needs and always aim to set a balanced budget with annual income balancing annual expenditure. The Trustees monitor estimated year-end carry forward figures via the monthly reports from the Finance Director. The budget plan identifies how any carry forward will be allocated in the plan for the following academic year, including the identification of any funds earmarked for a specific project or purpose.

The Academy's current level of free reserves (total funds less the amount held in fixed assets and restricted funds) is £1,088,437. This has been built up from a mixture of locally raised income and balances transferred from the predecessor school.

The Academy's balance on restricted general funds (excluding pension reserve) plus the balance on unrestricted funds at 31 August 2022 was £1,134,346.

The cash balance of the Academy remained healthy, ending the year with a non-investment cash balance of £1,872,749. A significant proportion of this will be earmarked for specific projects and requirements. Trustees monitor cash flow on a monthly basis as part of the Management reporting process. During the year the Trustees aimed to ensure that a minimum level of uncommitted reserves of £725,000 was held in order to provide cover for short term cash flow variances.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

**Investment policy**

An Investment Policy was last approved by the Board of Trustees in September 2021 (and is next due for review June 2024).

The aim of the policy is to ensure funds that the Academy does not immediately need to cover anticipated expenditure are invested in such a way as to maximise the Academy's income but with minimal risk. The aim is to research where funds may be deposited applying prudence in ensuring there is minimum risk. The Trustees do not consider the investment of surplus funds as a primary activity, rather as a result of good stewardship and as and when circumstances allow.

**Principal risks and uncertainties**

The Trustees maintain a risk register identifying the major risks to which the Academy is exposed, and identifying actions and procedures to mitigate those risks. A formal review of the risk register process is undertaken on an annual basis and the internal control systems and the exposure to said risks is monitored on behalf of the Trustees at each Audit Committee meeting. The principal risks facing the Academy are outlined below; those facing the Academy at an operational level are addressed by its systems and by internal financial and other controls.

The Trustees report that the Academy's financial and internal controls conform to guidelines issued by the ESFA, and that improvements to the wider framework of systems dealing with business risk and risk management strategy continue to be made and formally documented.

It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

As an academy school, the level of financial risk is low. Cash flows can be forecast, monitored and reported. Staff costs make up the majority of expenditure and are relatively stable with prime areas of uncertainty being sickness and maternity-related. The impact of high inflation, in particular for energy costs, pose an ongoing financial risk as do the unfunded Teaching and Support Staff pay increases that were announced after the 22/23 budget was agreed. Recovery from the Covid-19 pandemic is likely to impact expenditure into 2022/23.

The Trustees assess the other principal risks and uncertainties facing the Academy as follows:

- safeguarding and child protection - Trustees continue to ensure the highest standards are maintained in areas of selection and monitoring of staff, operation of child protection policies and procedures, health & safety & discipline;
- financial - the Academy has considerable reliance on continued Government funding through the ESFA and there is no assurance that Government policy or practice will remain the same or that public funding will continue at the same levels or on the same terms in the medium to longer term. As mentioned above, unfunded salary increases coupled with cost inflation and very significant increases in energy costs is putting increasing strain on budgets.
- failures in governance and/or management - the risk in this area arises from potential failure to effectively manage the Academy's finances, internal controls, compliance with regulations and legislation, statutory returns, etc. The Trustees continue to review and ensure that appropriate measures are in place to mitigate these risks;
- reputational - the continuing success of the Academy is dependent on continuing to attract applicants in sufficient numbers by maintaining the highest educational standards, this risk is exacerbated by the opening of a new secondary school in the locality. To mitigate this risk Trustees ensure that student progress and outcomes are closely monitored and reviewed;
- GDPR and the implementation of regulations- the Academy has assigned responsibility for DPO at leadership level and continues to monitor and audit compliance;
- staffing - the success of the Academy is reliant on the quality of its staff and the Trustees monitor and review policies and procedures and recruitment to ensure continued development and training of staff as well as ensuring there is clear succession planning;



**BIRCHWOOD HIGH SCHOOL**  
**(A Company Limited by Guarantee)**

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

- fraud and mismanagement of funds - The Academy has recently appointed MacIntyre Hudson to carry out carry out a program of internal scrutiny as required by the Academy Trust Handbook. All finance staff receive training to keep up to date with financial practice requirements and develop their skills in this area;
- financial instruments – the Academy only deals with bank balances, cash and trade creditors, with limited trade (and other) debtors. The risk in this area is considered to be low; and
- defined benefit pension liability – as the Government has agreed to meet the defined benefit pension liability of any school ceasing to exist the main risk to the Academy is an annual cash flow funding of part of the deficit. Trustees take these payments into account when setting the annual budget plan.

The Academy has continued to strengthen its risk management process throughout the year by improving the process and ensuring leadership awareness.

The Trustees' Report, incorporating a Strategic Report, was approved by the Board of Trustees on 16 December 2022 and signed on its behalf by:

**C Gater**  
Chair of Trustees

**BIRCHWOOD HIGH SCHOOL**  
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**GOVERNANCE STATEMENT**

**Scope of responsibility**

As Trustees, we acknowledge we have overall responsibility for ensuring that Birchwood High School has an effective and appropriate system of control, financial and otherwise. However, such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives, and can provide only reasonable and not absolute assurance against material misstatement or loss.

As Trustees, we have reviewed and taken account of the guidance in DfE's Governance Handbook and competency framework for governance..

The Board of Trustees has delegated the day-to-day responsibility to the Principal, as Accounting Officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreement between Birchwood High School and the Secretary of State for Education. They are also responsible for reporting to the Board of Trustees any material weaknesses or breakdowns in internal control.

**Governance**

The information on governance included here supplements that described in the Trustees' Report and in the Statement of Trustees' Responsibilities. The Board of Trustees has formally met 10 times during the year. Two of these meetings were single issue meetings.

Attendance during the year at meetings of the Board of Trustees was as follows:

Trustee	Meetings attended	Out of a possible
C Gater, Chair of Trustees	9	10
K Byers	7	9
C Sear	5	10
C Emery	10	10
C Pressland	5	10
G Turner	10	10
H Mansfield	9	10
J Winter	2	10
J Oglesby	8	10
L Lloyd-Warren	8	10
M Free	6	10
R Townsend	5	10
R Noble	6	10
R Bamlett	6	10
Dr C Ingate	8	10
R Crowland	7	9
L Watkins	2	8
J Wach	0	3
F Gray	0	0
A Wilson	0	1

Quality of Data used by the Board

The data presented by the School to Trustees is sense checked on a periodic basis, for example financial data is tested by independent audit and findings reported back to the Board. Data is benchmarked or directly compared to external data for verification, for example student progress indication data to DfE calculated data. Any variance is discussed at Board level or in the appropriate committee.

**BIRCHWOOD HIGH SCHOOL**  
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**GOVERNANCE STATEMENT (CONTINUED)**

**Governance (continued)**

Review of year:

During the year 5 Trustees retired & 4 new Trustees were appointed. Following the year-end 2 new parent Trustees have been appointed and 2 potential Trustees have been identified for appointment at the December 22 AGM. The Board of Trustees considers that there is a need to increase diversity within its membership and will continue to maintain this focus in 2022/23.

Following the adoption of new Articles of Association in June 2021, 6 new members who are independent of the Trustees were appointed at the December 2021 AGM. All Trustees, with the exception of the Chair, resigned their position as Members at the same meeting.

The majority of the meetings held in the year were held in person with online or hybrid meetings being held where appropriate to facilitate attendance.

The work of the Trustees

The Board of Trustees continue to challenge the Senior Leadership Team to drive improvement.

The Board's role of supporting, challenging & holding to account has continued throughout the year. Throughout the pandemic and the return to School, the Trustees priorities had been focused on supporting operational effectiveness. During this year there was increased focus on strategic priorities, albeit with a shorter term review timeframe, as the impact of the pandemic continued to be assessed and adapted to.

The Board & its Committees continue to meet regularly. Educational access, post pandemic recovery, achievement for all and student and staff physical and mental well-being continue to be regarded as key priorities.

The Pay Committee reviewed, challenged and approved pay & salary progressions for relevant staff. This committee ensured that its pay-related decisions were underpinned by the principles outlined in the Nolan Report.

Governor monitoring visits have taken place throughout the year with findings reported back to the Board of Trustees or its committees.

During this Academic year the School self-reported an irregularity to the ESFA relating to the employment of casual supply staff. Relevant controls have been reviewed and amended and the ESFA have not raised any further questions.

In addition, the Chair of Trustees and the Principal have had correspondence with the ESFA on two matters that have been raised following contact being made by individuals to the ESFA. Matters raised related to the development of the Detached Playing Field and historic redundancy payments.

For each enquiry a thorough and detailed review was undertaken and in depth responses provided back to the ESFA.

Conflicts of interest:

A register of pecuniary and business interests of all Trustees, Members and key management staff is maintained and used to identify any potential conflicts at an early stage. Conflicts of interest are asked for and identified at all Trustee meetings.

There were no conflicts of interest identified over the course of the year that required formal notification to the ESFA.

**BIRCHWOOD HIGH SCHOOL**  
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**GOVERNANCE STATEMENT (CONTINUED)**

**Governance (continued)**

Governance reviews:

The Trustees undertook a self – evaluation exercise in Summer 2022 and the results of this review and the appropriate actions are currently being agreed.

The Trustees are considering an external review of governance in order to consolidate and further strengthen governance at the School.

Committees

The Finance and Estates Committee is a sub-committee of the Board of Trustees. Its purpose is to assist the decision making of the Board of Trustees by enabling more detailed consideration to be given to the best means of fulfilling the Board of Trustees' responsibility to ensure sound management of the Academy's finances and resources including proper planning, monitoring and probity.

During the year the issues dealt with by the committee included:

- Budget setting & monitoring of performance
- Upgrade of the financial reporting system and migration to the ESFA Chart of Accounts
- Consideration of the reserves position including the release of reserves to fund improvements to School facilities.
- Review of material procurement, including boiler replacement and energy contracts.

The School has engaged with the "Get Help Buying for Schools" frameworks in the completion of a number of these activities to ensure best VFM was obtained.

During the year the following changes to the committee took place:

During the Academic year the committee met on 6 occasions. 1 Trustee left the Committee and 2 new Trustees joined.

Attendance during the year at meetings was as follows:

Trustee	Meetings attended	Out of a possible
Leigh Lloyd-Warren	6	6
Catherine Gater	6	6
Richard Townsend	5	6
John Oglesby	5	5
Gill Turner	6	6
Chris Emery	5	6
Lisa Watkins	1	5
Chris Ingate	4	6
Kate Byers	4	4

**BIRCHWOOD HIGH SCHOOL**  
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**GOVERNANCE STATEMENT (CONTINUED)**

**Governance (continued)**

The Audit and Risk committee is also a sub-committee of the main Board of Trustees. Its purpose is to provide assurances to the Board that risks are being adequately identified and managed, to oversee the audit process & compliance with statutory & regulatory requirements.

During the year the following issues were dealt with by the committee:

- Review of the program of Internal Scrutiny including review of reports and corrective actions.
- Review of the School's Risk Register.

There were 3 meetings held throughout the Academic year and there were no changes made to the committee membership during that timeframe.

Attendance during the year at meetings was as follows:

Trustee	Meetings attended	Out of a possible
Ruth Crowland	2	3
Leigh Lloyd-Warren	3	3
Jane Mansfield	3	3
Catherine Gater	3	3
Gill Turner	3	3
Chris Ingate	3	3

**Review of value for money**

As Accounting Officer the Principal has responsibility for ensuring that the Academy delivers good value in the use of public resources. The Accounting Officer understands that value for money refers to the educational and wider societal outcomes achieved in return for the taxpayer resources received.

The Accounting Officer considers how the Academy's use of its resources has provided good value for money during each academic year, and reports to the Board of Trustees where value for money can be improved, including the use of benchmarking data where appropriate. The Accounting Officer has delivered improved value for money during the year by:

- Appropriate tendering exercises for the following services
  - o PCs for the School computer rooms
  - o Energy contracts for Gas & Electricity
  - o Internal Scrutiny & External Audit services
  - o Telephone system upgrade
  - o Replacement boilers

In all cases we made contact with the "Get Help Buying for Schools" team and where appropriate have utilised their framework contracts to assist in the procurement process.

Key contracts to be considered for the next 12 months include

- Insurances
- Cleaning
- Payroll & HR Services

**BIRCHWOOD HIGH SCHOOL**  
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**GOVERNANCE STATEMENT (CONTINUED)**

**The purpose of the system of internal control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can, therefore, only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of Academy policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in Birchwood High School for the year 1 September 2021 to 31 August 2022 and up to the date of approval of the Annual Report and financial statements.

**Capacity to handle risk**

The Board of Trustees has reviewed the key risks to which the Academy is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The Board of Trustees is of the view that there is a formal on-going process for identifying, evaluating and managing the Academy's significant risks that has been in place for the year 1 September 2021 to 31 August 2022 and up to the date of approval of the Annual Report and financial statements. This process is regularly reviewed by the Board of Trustees.

**The risk and control framework**

The Academy's system of internal financial control is based on a framework of regular management information and administrative procedures including the segregation of duties and a system of delegation and accountability. In particular, it includes:

- comprehensive budgeting and monitoring systems with an annual budget and periodic financial reports which are reviewed and agreed by the Board of Trustees
- regular reviews by the Finance and Estates Committee of reports which indicate financial performance against the forecasts and of major purchase plans, capital works and expenditure programmes
- setting targets to measure financial and other performance
- clearly defined purchasing (asset purchase or capital investment) guidelines
- identification and management of risks

The Board of Trustees has decided to procure their Internal Scrutiny services for the year via Juniper Education (formerly part of Essex County Council)

This option has been chosen because the school has a 3 year contract with Juniper and this was the final year of this arrangement.

The Internal Auditor's role includes giving advice on financial matters and performing a range of checks on the Academy's financial systems. In particular, the checks carried out in the current period included:

- Governance framework
- Banking
- Procurement
- Payroll
- Site Security

On a termly basis, the Internal Auditor reports to the Board of Trustees through the Audit and Risk Committee on the operation of the systems of control and on the discharge of the Board of Trustees' financial responsibilities. On an annual basis the Internal Auditor prepares a summary report to the Committee outlining the areas reviewed, key findings, recommendations and conclusions to help the committee consider actions and assess year on year progress.

**BIRCHWOOD HIGH SCHOOL**  
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**GOVERNANCE STATEMENT (CONTINUED)**

**The risk and control framework (continued)**

The Internal Auditor has delivered their schedule of work as planned and there were no material control issues arising as a result of their work. There were a number of medium/low priority recommendations and these have all been reviewed and addressed.

**Review of effectiveness**

As Accounting Officer, the Principal has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by:

- the work of the Internal Auditor;
- the school resource management self-assessment tool;
- the work of the executive managers within the Academy Trust who have responsibility for the development and maintenance of the internal control framework.
- the work of the external Auditors;
- correspondence from ESFA.

The Accounting Officer has been advised of the implications of the result of their review of the system of internal control by the Audit Committee and a plan to address weaknesses and ensure continuous improvement of the system is in place.

Approved by the Board of Trustees on 16 December 2022 and signed on their behalf by:

**C Gater**  
Chair

**C Ingate**  
Accounting Officer

**BIRCHWOOD HIGH SCHOOL**  
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**STATEMENT ON REGULARITY, PROPRIETY AND COMPLIANCE**

As Accounting Officer of Birchwood High School I have considered my responsibility to notify the Board of Trustees and the Education and Skills Funding Agency (ESFA) of material irregularity, impropriety and non-compliance with terms and conditions of all funding received by the Academy, under the funding agreement in place between the Academy and the Secretary of State for Education. As part of my consideration I have had due regard to the requirements of the Academy Trust Handbook 2021.

I confirm that I and the Board of Trustees are able to identify any material irregular or improper use of all funds by the Academy, or material non-compliance with the terms and conditions of funding under the Academy's funding agreement and the Academy Trust Handbook 2021.

During the year the school self-reported a potential financial irregularity relating to the employment terms of a staff member employed under arrangements for casual cover. Relevant controls have been reviewed and strengthened in response to the matter, including ensuring appropriate segregation of duties between cover management and HR. The Chair of Trustees has had additional correspondence with the ESFA which has included related issues arising from casual supply arrangements. Detailed responses have been provided to all ESFA queries.

Other than the above I confirm that no instances of material irregularity, impropriety or funding non-compliance have been discovered to date. If any instances are identified after the date of this statement, these will be notified to the Board of Trustees and ESFA.

**C Ingate**  
Accounting Officer

Date: 16 December 2022



**BIRCHWOOD HIGH SCHOOL**  
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**STATEMENT OF TRUSTEES' RESPONSIBILITIES**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

The Trustees (who are also the Directors of the Charitable Company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with the Academies Accounts Direction published by the Education and Skills Funding Agency, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees 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 its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP 2019 and the Academies Accounts Direction 2021 to 2022;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charitable Company will continue in business.

The Trustees 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.

The Trustees are responsible for ensuring that in its conduct and operation the Charitable Company applies financial and other controls, which conform with the requirements both of propriety and of good financial management. They are also responsible for ensuring grants received from ESFA/DfE have been applied for the purposes intended.

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.

Approved by the Board of Trustees on 16 December 2022 and signed on its behalf by:

**C Gater**  
Chair

**BIRCHWOOD HIGH SCHOOL**  
**(A Company Limited by Guarantee)**

**INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF  
BIRCHWOOD HIGH SCHOOL**

**Opinion**

We have audited the financial statements of Birchwood High School (the 'Academy') for the year ended 31 August 2022 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, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', the Charities SORP 2019 and the Academies Accounts Direction 2021 to 2022 issued by the Education and Skills Funding Agency.

In our opinion the financial statements:

- give a true and fair view of the state of the Academy'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, the Charities SORP 2019 and the Academies Accounts Direction 2021 to 2022 issued by the Education and Skills Funding Agency.

**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 Academy 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 Academy'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.

**BIRCHWOOD HIGH SCHOOL**  
**(A Company Limited by Guarantee)**

**INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF  
BIRCHWOOD HIGH SCHOOL (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 including the Strategic Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report and the Strategic Report have 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 Academy and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report including the Strategic 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 Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of Trustees**

As explained more fully in the Statement of Trustees' Responsibilities, the Trustees (who are also the Directors of the Academy 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 Academy'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 Academy or to cease operations, or have no realistic alternative but to do so.

**BIRCHWOOD HIGH SCHOOL**  
**(A Company Limited by Guarantee)**

**INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF  
BIRCHWOOD HIGH SCHOOL (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.

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:

We gained an understanding of the legal and regulatory framework applicable to the Academy and the sector in which it operates and considered the risk of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations. This included those regulations directly related to the financial statements, including financial reporting and tax legislation and academy sector regulations including GDPR, employment law, health and safety and safeguarding.

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 rationale 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 Trustee meetings and other relevant sub-committees of the Board and agreed the financial statement disclosures to underlying supporting documentation.
- We have made enquiries of the Accounting Officer and senior management team to identify laws and regulations applicable to the Academy. We assessed details of any breaches where applicable in order to assess the impact upon the Academy.
- We have reviewed any correspondence with the ESFA / DfE and the procedures in place for the reporting of incidents to the Trustees including reporting of any serious incidents to the Regulator if necessary.

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](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditors' Report.

**BIRCHWOOD HIGH SCHOOL**  
**(A Company Limited by Guarantee)**

**INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF  
BIRCHWOOD HIGH SCHOOL (CONTINUED)**

**Use of our Report**

This Report is made solely to the Academy'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 Academy'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 Academy and its Members, as a body, for our audit work, for this Report, or for the opinions we have formed.

Gary Miller (Senior Statutory Auditor)

for and on behalf of

**Price Bailey LLP**

Chartered Accountant

Statutory Auditors

Causeway House

1 Dane Street

Bishop Stortford

CM23 3BT

16 December 2022

**BIRCHWOOD HIGH SCHOOL**  
**(A Company Limited by Guarantee)**

**INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO  
BIRCHWOOD HIGH SCHOOL AND THE EDUCATION AND SKILLS FUNDING AGENCY**

In accordance with the terms of our engagement letter dated 6 July 2022 and further to the requirements of the Education and Skills Funding Agency (ESFA) as included in the Academies Accounts Direction 2021 to 2022, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by Birchwood High School during the year 1 September 2021 to 31 August 2022 have been applied to the purposes identified by Parliament and the financial transactions conform to the authorities which govern them.

This Report is made solely to Birchwood High School and ESFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to Birchwood High School and ESFA those matters we are required to state in a report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Birchwood High School and ESFA, for our work, for this Report, or for the conclusion we have formed.

**Respective responsibilities of Birchwood High School's Accounting Officer and the Reporting Accountant**

The Accounting Officer is responsible, under the requirements of Birchwood High School's funding agreement with the Secretary of State for Education dated 1 November 2011 and the Academy Trust Handbook, extant from 1 September 2021, for ensuring that expenditure disbursed and income received is applied for the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

Our responsibilities for this engagement are established in the United Kingdom by our profession's ethical guidance and are to obtain limited assurance and report in accordance with our engagement letter and the requirements of the Academies Accounts Direction 2021 to 2022. We report to you whether anything has come to our attention in carrying out our work which suggests that in all material respects, expenditure disbursed and income received during the year 1 September 2021 to 31 August 2022 have not been applied to purposes intended by Parliament or that the financial transactions do not conform to the authorities which govern them.

**BIRCHWOOD HIGH SCHOOL**  
**(A Company Limited by Guarantee)**

**INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO  
BIRCHWOOD HIGH SCHOOL AND THE EDUCATION & SKILLS FUNDING AGENCY (CONTINUED)**

**Approach**

We conducted our engagement in accordance with the Framework and Guide for External Auditors and Reporting Accountant of Academy Trusts issued by ESFA. We performed a limited assurance engagement as defined in our engagement letter.

The objective of a limited assurance engagement is to perform such procedures as to obtain information and explanations in order to provide us with sufficient appropriate evidence to express a negative conclusion on regularity.

A limited assurance engagement is more limited in scope than a reasonable assurance engagement and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in a reasonable assurance engagement. Accordingly, we do not express a positive opinion.

Our engagement includes examination, on a test basis, of evidence relevant to the regularity and propriety of the Academy's income and expenditure.

The work undertaken to draw to our conclusion includes:

- An assessment of the risk of material irregularity, impropriety and non-compliance
- Consideration and corroboration of the evidence supporting the Accounting Officer's statement on regularity, propriety and compliance and how the Academy complies with the framework of authorities.
- Evaluation of the general control environment of the Academy, extending the procedures required for financial statements to include regularity, propriety and compliance
- Discussions with and representations from the Accounting Officer and other key management personnel.
- An extension of substantive testing from our audit of the financial statements to cover matters pertaining to regularity, in order to support the regularity conclusion, including governance, internal controls, procurement and the application of income.

**Conclusion**

In the course of our work, aside from the issue noted by the Accounting Officer in the Statement on Regularity, Propriety and Compliance, nothing has come to our attention which suggest in all material respects the expenditure disbursed and income received during the year 1 September 2021 to 31 August 2022 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.

Reporting Accountant  
**Price Bailey LLP**

Date: 16 December 2022

**BIRCHWOOD HIGH SCHOOL**  
**(A Company Limited by Guarantee)**

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

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Restricted fixed asset funds 2022 £	Total funds 2022 £	Total funds 2021 £
<b>Income from:</b>						
Donations and capital grants	3	22,000	53,026	28,424	103,450	100,644
Other trading activities	5	307,251	-	-	307,251	126,619
Investments	6	540	-	-	540	293
Charitable activities	4	354,354	8,267,947	-	8,622,301	8,261,303
<b>Total income</b>		<b>684,145</b>	<b>8,320,973</b>	<b>28,424</b>	<b>9,033,542</b>	<b>8,488,859</b>
<b>Expenditure on:</b>						
Charitable activities	7	636,659	8,864,744	511,109	10,012,512	8,944,023
<b>Total expenditure</b>		<b>636,659</b>	<b>8,864,744</b>	<b>511,109</b>	<b>10,012,512</b>	<b>8,944,023</b>
<b>Net income/(expenditure)</b>		<b>47,486</b>	<b>(543,771)</b>	<b>(482,685)</b>	<b>(978,970)</b>	<b>(455,164)</b>
Transfers between funds	17	-	(85,904)	85,904	-	-
<b>Net movement in funds before other recognised gains/(losses)</b>		<b>47,486</b>	<b>(629,675)</b>	<b>(396,781)</b>	<b>(978,970)</b>	<b>(455,164)</b>
<b>Other recognised gains/(losses):</b>						
Actuarial gains/(losses) on defined benefit pension schemes	23	-	3,905,000	-	3,905,000	(830,000)
<b>Net movement in funds</b>		<b>47,486</b>	<b>3,275,325</b>	<b>(396,781)</b>	<b>2,926,030</b>	<b>(1,285,164)</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward		1,040,951	(3,492,416)	8,695,784	6,244,319	7,529,483
Net movement in funds		47,486	3,275,325	(396,781)	2,926,030	(1,285,164)
<b>Total funds carried forward</b>		<b>1,088,437</b>	<b>(217,091)</b>	<b>8,299,003</b>	<b>9,170,349</b>	<b>6,244,319</b>

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

The notes on pages 33 to 57 form part of these financial statements.



**BIRCHWOOD HIGH SCHOOL**  
**(A Company Limited by Guarantee)**  
**REGISTERED NUMBER: 07791971**

**BALANCE SHEET**  
**AS AT 31 AUGUST 2022**

	Note		2022 £	2021 £
<b>Fixed assets</b>				
Tangible assets	14		8,263,916	8,689,121
<b>Current assets</b>				
Debtors	15	134,981	189,624	
Cash at bank and in hand		1,872,749	1,802,179	
		<u>2,007,730</u>	<u>1,991,803</u>	
Creditors due within one year	16	(838,297)	(800,605)	
<b>Net current assets</b>			<u>1,169,433</u>	<u>1,191,198</u>
<b>Net assets excluding pension liability</b>			<u>9,433,349</u>	<u>9,880,319</u>
Defined benefit pension scheme liability	23		(263,000)	(3,636,000)
<b>Total net assets</b>			<u><u>9,170,349</u></u>	<u><u>6,244,319</u></u>
 <b>Funds of the Academy</b>				
<b>Restricted funds:</b>				
Fixed asset funds	17	8,299,003	8,695,784	
Restricted income funds	17	45,909	143,584	
		<u>8,344,912</u>	<u>8,839,368</u>	
Restricted funds excluding pension asset	17	8,344,912	8,839,368	
Pension reserve	17	(263,000)	(3,636,000)	
<b>Total restricted funds</b>	17		<u>8,081,912</u>	<u>5,203,368</u>
<b>Unrestricted income funds</b>	17		1,088,437	1,040,951
<b>Total funds</b>			<u><u>9,170,349</u></u>	<u><u>6,244,319</u></u>

The financial statements on pages 30 to 57 were approved by the Trustees, and authorised for issue on 16 December 2022 and are signed on their behalf, by:

**Catherine Gater**

The notes on pages 33 to 57 form part of these financial statements.

**BIRCHWOOD HIGH SCHOOL**  
**(A Company Limited by Guarantee)**

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

	Note	2022 £	2021 £
<b>Cash flows from operating activities</b>			
Net cash provided by operating activities	19	127,510	452,411
<b>Cash flows from investing activities</b>	20	(56,940)	(145,809)
<b>Change in cash and cash equivalents in the year</b>		70,570	306,602
Cash and cash equivalents at the beginning of the year		1,802,179	1,495,577
<b>Cash and cash equivalents at the end of the year</b>	21, 22	<u>1,872,749</u>	<u>1,802,179</u>

The notes on pages 33 to 57 form part of these financial statements

**BIRCHWOOD HIGH SCHOOL**  
**(A Company Limited by Guarantee)**

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

**1. Accounting policies**

A summary of the principal accounting policies adopted (which have been applied consistently, except where noted), judgments and key sources of estimation uncertainty, is set out below.

**1.1 Basis of preparation of financial statements**

The financial statements of the Academy, which is a public benefit entity under FRS 102, have been prepared under the historic cost convention in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102), the 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) (Charities SORP (FRS 102)), the Academies Accounts Direction 2021 to 2022 issued by ESFA, the Charities Act 2011 and the Companies Act 2006.

**1.2 Company status**

The Academy is a company limited by guarantee. Members are noted on page 1. In the event of the Academy's being wound up, the liability in respect of the guarantee is limited to £10 per Member. The Academy's registered office is Parsonage Lane, Bishop's Stortford, CM23 5BD.

**1.3 Going concern**

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Academy to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Academy has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Academy's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

The Academy derives the majority of its income from local and national Government grant funding which is secured for a number of years, under the terms of the Academy funding Agreement with the Secretary of State for Education. This will ensure that the Academy can continue operating for a period of at least 12 months following the date of this Report. The financial statements do not contain any adjustments that would be required if the Academy were not able to continue as a going concern.

**BIRCHWOOD HIGH SCHOOL**  
**(A Company Limited by Guarantee)**

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

**1. Accounting policies (continued)**

**1.4 Income**

All incoming resources are recognised when the Academy has entitlement to the funds, the receipt is probable and the amount 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 meeting any performance-related conditions there is not unconditional entitlement to the income and its recognition is deferred and included in creditors as deferred income until the performance-related conditions are met. Where entitlement occurs before income is received, the income is accrued.

General Annual Grant is recognised in full in the Statement of Financial Activities in the year for which it is receivable and any abatement in respect of the year is deducted from income and recognised as a liability.

Capital grants are recognised in full when there is an unconditional entitlement to the grant. Unspent amounts of capital grants are reflected in the Balance Sheet in the restricted fixed asset fund. Capital grants are recognised when there is entitlement and are not deferred over the life of the asset on which they are expended.

Donations are recognised on a receivable basis (where there are no performance-related conditions) where the receipt is probable and the amount can be reliably measured

**1.5 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 is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities are costs incurred on the Academy's educational operations, including support costs and costs relating to the governance of the Academy apportioned to charitable activities.

All resources expended are inclusive of irrecoverable VAT.

**1.6 Interest receivable**

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

**BIRCHWOOD HIGH SCHOOL**  
**(A Company Limited by Guarantee)**

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

**1. Accounting policies (continued)**

**1.7 Taxation**

The Academy is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a Charitable Company for UK corporation tax purposes.

Accordingly, the Academy is potentially exempt from taxation in respect of income or capital gains received within categories covered by Part 11, chapter 3 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**1.8 Tangible fixed assets**

Assets costing £1,000 or more are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any provision for impairment.

Where tangible fixed assets have been acquired with the aid of specific grants, either from the government or from the private sector, they are included in the Balance Sheet at cost and depreciated over their expected useful economic life. Where there are specific conditions attached to the funding requiring the continued use of the asset, the related grants are credited to a restricted fixed asset fund in the Statement of Financial Activities and carried forward in the Balance Sheet. Depreciation on the relevant assets is charged directly to the restricted fixed asset fund in the Statement of Financial Activities. Where tangible fixed assets have been acquired with unrestricted funds, depreciation on such assets is charged to the unrestricted fund.

Depreciation is provided on all tangible fixed assets other than freehold land and assets under construction, at rates calculated to write off the cost of each asset on a basis over its expected useful life, as follows:

Depreciation is provided on the following bases:

Freehold buildings	- 23 years straight line, 30 years straight line for additions
Furniture and equipment	- 5-15 years straight line
Computer equipment	- 4-10 years straight line
Motor vehicles	- 10 years straight line

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities.

**1.9 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.

**1.10 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.

**BIRCHWOOD HIGH SCHOOL**  
**(A Company Limited by Guarantee)**

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

**1. Accounting policies (continued)**

**1.11 Liabilities**

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 Academy 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.

**1.12 Financial instruments**

The Academy only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the Academy and their measurement bases are as follows:

Financial assets - trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost as detailed in note 15. Prepayments are not financial instruments.

Cash at bank is classified as a basic financial instrument and is measured at face value.

Financial liabilities - trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost as detailed in note 16. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

**1.13 Pensions**

Retirement benefits to employees of the Academy are provided by the Teachers' Pension Scheme ("TPS") and the Local Government Pension Scheme ("LGPS"). These are defined benefit schemes.

The TPS is an unfunded scheme and contributions are calculated so as to spread the cost of pensions over employees' working lives with the Academy 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. TPS is an unfunded 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.

The LGPS is a funded multi-employer scheme and the assets are held separately from those of the Academy in separate trustee administered funds. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit credit method and discounted at a rate equivalent to the current rate of return on a high quality corporate bond of equivalent term and currency to the liabilities. The actuarial valuations are obtained at least triennially and are updated at each Balance Sheet date. The amounts charged to operating surplus are the current service costs and the costs of scheme introductions, benefit changes, settlements and curtailments. They are included as part of staff costs as incurred. Net interest on the net defined benefit liability/asset is also recognised in the Statement of Financial Activities and comprises the interest cost on the defined benefit obligation and interest income on the scheme assets, calculated by multiplying the fair value of the scheme assets at the beginning of the period by the rate used to discount the benefit obligations. The difference between the interest income on the scheme assets and the actual return on the scheme assets is recognised in other recognised gains and losses.

Actuarial gains and losses are recognised immediately in other recognised gains and losses.

**BIRCHWOOD HIGH SCHOOL**  
**(A Company Limited by Guarantee)**

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

**1. Accounting policies (continued)**

**1.14 Fund accounting**

Unrestricted income funds represent those resources which may be used towards meeting any of the charitable objects of the Academy at the discretion of the Trustees.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted fixed asset funds are resources which are to be applied to specific capital purposes imposed by the funders where the asset acquired or created is held for a specific purpose.

Restricted general funds comprise all other restricted funds received with restrictions imposed by the funder/donor and include grants from the Department for Education Group.

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

**2. Critical accounting estimates and areas of judgment**

Estimates and judgments 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 Academy 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.

The present value of the Local Government Pension Scheme defined benefit liability depends on a number of factors that are determined on an actuarial basis using a variety of assumptions. The assumptions used in determining the net cost or income for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 23, will impact the carrying amount of the pension liability. Furthermore a roll forward approach which projects results from the latest full actuarial valuation performed at 31 March 2019 has been used by the actuary in valuing the pensions liability at 31 August 2022. Any differences between the figures derived from the roll forward approach and a full actuarial valuation would impact on the carrying amount of the pension liability.

**BIRCHWOOD HIGH SCHOOL**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

**3. Income from donations and capital grants**

	Unrestricted funds 2022 £	Restricted funds 2022 £	Restricted fixed asset funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations	22,000	53,026	-	75,026	72,507
Capital grants	-	-	28,424	28,424	28,137
	<u>22,000</u>	<u>53,026</u>	<u>28,424</u>	<u>103,450</u>	<u>100,644</u>
Total 2021	<u>38,489</u>	<u>34,018</u>	<u>28,137</u>	<u>100,644</u>	

In 2021, income from donations was £72,507, of which £34,018 was restricted and £38,489 was unrestricted.

In 2021, income from capital grants was £28,137, all of which was in relation to restricted fixed assets.



**BIRCHWOOD HIGH SCHOOL**  
(A Company Limited by Guarantee)

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

**4. Funding for the Academy's charitable activities**

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
<b>DfE/ESFA grants</b>				
General Annual Grant (GAG)	-	7,460,223	7,460,223	7,006,103
Other DfE/ESFA grants				
Other DfE/ESFA grants	-	43,064	43,064	1,928
Teachers' Pension grant	-	51,516	51,516	274,454
Teachers' Pay grant	-	18,230	18,230	97,124
Pupil Premium	-	167,155	167,155	182,314
Rates Relief	-	34,434	34,434	40,727
Summer School grant	-	-	-	60,901
Free School Meals	-	-	-	10,788
Supplementary grant	-	88,723	88,723	-
Year 7 Catch Up grant	-	24,324	24,324	-
PE and Sports grant	-	12,888	12,888	-
	-	7,900,557	7,900,557	7,674,339
<b>Other Government grants</b>				
Local Authority grants	-	367,390	367,390	211,450
	-	367,390	367,390	211,450
<b>Catering income</b>	354,354	-	354,354	232,755
<b>COVID-19 additional funding (DfE/ESFA)</b>				
Catch-up Premium	-	-	-	89,520
Other DfE/ESFA COVID-19 funding	-	-	-	35,610
	-	-	-	125,130
<b>COVID-19 additional funding (non-DfE/ESFA)</b>				
Coronavirus Job Retention Scheme	-	-	-	17,629
	-	-	-	17,629
	354,354	8,267,947	8,622,301	8,261,303
<b>Total 2021</b>	232,755	8,028,548	8,261,303	

In 2021, catering income was unrestricted and all other income was restricted.

**BIRCHWOOD HIGH SCHOOL**  
**(A Company Limited by Guarantee)**

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

**5. Income from other trading activities**

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Hire of facilities	217,845	217,845	85,752
Music Fees	2,541	2,541	1,958
Other Income	86,865	86,865	38,909
	<u>307,251</u>	<u>307,251</u>	<u>126,619</u>
Total 2021	<u>126,619</u>	<u>126,619</u>	

In 2021, income from the hire of facilities was £85,752 of which all was unrestricted.

In 2021, income from music fees was £1,958 of which all was unrestricted.

In 2021, other income was £38,909 of which all was unrestricted.

**6. Investment income**

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Bank Interest	116	116	168
Investment Income	424	424	125
	<u>540</u>	<u>540</u>	<u>293</u>
Total 2021	<u>293</u>	<u>293</u>	

In 2021, all investment income was in relation to unrestricted funds.

**BIRCHWOOD HIGH SCHOOL**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2022**

**7. Expenditure**

	Staff Costs 2022 £	Premises 2022 £	Other 2022 £	Total 2022 £	Total 2021 £
Direct costs	5,235,626	-	511,297	5,746,923	6,041,241
Support costs	2,365,659	1,269,498	630,432	4,265,589	2,902,782
	<u>7,601,285</u>	<u>1,269,498</u>	<u>1,141,729</u>	<u>10,012,512</u>	<u>8,944,023</u>
Total 2021	<u>6,884,123</u>	<u>1,199,495</u>	<u>860,405</u>	<u>8,944,023</u>	

In 2021, of total expenditure, £201,436 related to unrestricted funds, £8,172,827 related to restricted funds and £569,760 related to restricted fixed asset funds.

In 2021, direct expenditure consisted of £5,590,531 staff costs and £450,710 other costs.

In 2021, support costs consisted of £1,293,592 staff costs, £1,199,495 premises costs and £409,695 other costs.

**8. Charitable Activities**

	2022 £	2021 £
Direct costs	5,746,923	6,041,241
Support costs	4,265,589	2,902,782
	<u>10,012,512</u>	<u>8,944,023</u>

**BIRCHWOOD HIGH SCHOOL**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

**9. Analysis of support costs**

	2022	2021
	£	£
Support staff costs	2,365,659	1,293,592
Depreciation	511,109	569,760
Technology costs	147,092	35,821
Premises costs	758,389	629,735
Other support costs	469,119	350,785
Governance costs	11,305	12,884
Legal costs	2,916	10,205
	4,265,589	2,902,782

**10. Net income/(expenditure)**

Net income/(expenditure) for the year includes:

	2022	2021
	£	£
Operating lease rentals	9,411	10,318
Depreciation of tangible fixed assets	511,109	569,760
Fees paid to Auditors for:		
- audit	8,750	7,580
- other services	5,450	4,770
	8,750	12,350

**11. Staff**

**a. Staff costs**

Staff costs during the year were as follows:

	2022	2021
	£	£
Wages and salaries	5,327,925	4,924,895
Social security costs	536,257	489,134
Pension costs	1,654,897	1,374,990
	7,519,079	6,789,019
Agency staff costs	82,206	95,104
	7,601,285	6,884,123

**BIRCHWOOD HIGH SCHOOL**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

**11. Staff (continued)**

**b. Staff numbers**

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

	2022 No.	2021 No.
Teachers	87	84
Administration and Support	66	64
Management	7	6
	160	154
	160	154

**c. Higher paid staff**

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

	2022 No.	2021 No.
In the band £60,001 - £70,000	5	4
In the band £70,001 - £80,000	-	1
In the band £80,001 - £90,000	2	1
In the band £110,001 - £120,000	1	1
	1	1
	1	1

**d. Key management personnel**

The key management personnel of the Academy comprise the Trustees and the senior management team as listed on page 1. The total amount of key management personnel benefits (including employer pension contributions and employer national insurance contributions) received by key management personnel for their services to the Academy was £911,352 (2021 - £804,943).

Employer national insurance contributions included within key management personnel remuneration were £83,085 (2021 - £78,651).

Employer pension contributions included within key management personnel remuneration were £158,353 (2021 - £131,988).

**BIRCHWOOD HIGH SCHOOL**  
**(A Company Limited by Guarantee)**

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

**12. Trustees' remuneration and expenses**

One or more Trustees has been paid remuneration or has received other benefits from an employment with the Academy. The Principal and other staff Trustees only receive remuneration in respect of services they provide undertaking the roles of Principal and staff members under their contracts of employment. The value of Trustees' remuneration and other benefits was as follows:

		2022	2021
		£	£
R Noblett	Remuneration	50,000 -	40,000 -
		55,000	45,000
	Pension contributions paid	10,000 -	5,000 -
		15,000	10,000
C Pressland	Remuneration	45,000 -	45,000 -
		50,000	50,000
	Pension contributions paid	10,000 -	10,000 -
		15,000	15,000
L Bothwell	Remuneration	N/A	30,000 -
			35,000
	Pension contributions paid	N/A	5,000 -
			10,000
Dr C Ingate	Remuneration	110,000 -	110,000 -
		115,000	115,000
	Pension contributions paid	25,000 -	25,000 -
		30,000	30,000
K Byers (appointed 8 December 2021)	Remuneration	35,000 -	N/A
		40,000	
	Pension contributions paid	5,000 -	N/A
		10,000	

During the year ended 31 August 2022, no Trustee expenses have been incurred (2021 - £NIL).

**13. Trustees' and Officers' insurance**

In accordance with normal commercial practice, the Academy has purchased insurance to protect Trustees and Officers from claims arising from negligent acts, errors or omissions occurring whilst on Academy business. The insurance provides cover up to £5,000,000 on any one claim and the cost for the year ended 31 August 2022 was included in insurance costs.

**BIRCHWOOD HIGH SCHOOL**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2022**

**14. Tangible fixed assets**

	Freehold property £	Furniture and equipment £	Computer equipment £	Motor vehicles £	Total £
<b>Cost or valuation</b>					
At 1 September 2021	12,367,705	1,253,560	698,857	23,800	14,343,922
Additions	-	-	85,904	-	85,904
At 31 August 2022	<u>12,367,705</u>	<u>1,253,560</u>	<u>784,761</u>	<u>23,800</u>	<u>14,429,826</u>
<b>Depreciation</b>					
At 1 September 2021	4,174,458	877,570	586,848	15,925	5,654,801
Charge for the year	428,698	42,650	37,661	2,100	511,109
At 31 August 2022	<u>4,603,156</u>	<u>920,220</u>	<u>624,509</u>	<u>18,025</u>	<u>6,165,910</u>
<b>Net book value</b>					
At 31 August 2022	<u><u>7,764,549</u></u>	<u><u>333,340</u></u>	<u><u>160,252</u></u>	<u><u>5,775</u></u>	<u><u>8,263,916</u></u>
At 31 August 2021	<u><u>8,193,247</u></u>	<u><u>375,990</u></u>	<u><u>112,009</u></u>	<u><u>7,875</u></u>	<u><u>8,689,121</u></u>

**15. Debtors**

	2022 £	2021 £
<b>Due within one year</b>		
Trade debtors	692	7,100
Other debtors	-	1,571
Prepayments and accrued income	111,742	150,453
VAT recoverable	22,547	30,500
	<u>134,981</u>	<u>189,624</u>

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**16. Creditors: Amounts falling due within one year**

	2022 £	2021 £
Trade creditors	154,809	186,973
Other taxation and social security	133,436	122,715
Other creditors	134,616	128,602
Accruals and deferred income	415,436	362,315
	838,297	800,605
	838,297	800,605
	2022 £	2021 £
Deferred income at 1 September 2021	186,422	245,274
Resources deferred during the year	138,737	186,422
Amounts released from previous periods	(186,422)	(245,274)
	138,737	186,422
	138,737	186,422

Resources deferred at the period end mainly relate to ESFA grants and future educational visits.



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**17. Statement of funds**

	Balance at 1 September 2021 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2022 £
<b>Unrestricted funds</b>						
<b>Designated funds</b>						
Capital projects	-	-	-	160,000	-	160,000
<b>General funds</b>						
Unrestricted funds	1,040,951	684,145	(636,659)	(160,000)	-	928,437
<b>Total Unrestricted funds</b>	<b>1,040,951</b>	<b>684,145</b>	<b>(636,659)</b>	<b>-</b>	<b>-</b>	<b>1,088,437</b>
<b>Restricted general funds</b>						
GAG	56,205	7,460,223	(7,430,524)	(85,904)	-	-
Other DfE/ESFA grants	81,688	440,334	(476,113)	-	-	45,909
Other Government grants	5,691	367,390	(373,081)	-	-	-
Restricted donations	-	53,026	(53,026)	-	-	-
Pension reserve	(3,636,000)	-	(532,000)	-	3,905,000	(263,000)
	<b>(3,492,416)</b>	<b>8,320,973</b>	<b>(8,864,744)</b>	<b>(85,904)</b>	<b>3,905,000</b>	<b>(217,091)</b>

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**17. Statement of funds (continued)**

	Balance at 1 September 2021 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2022 £
<b>Restricted fixed asset funds</b>						
Devolved formula capital	-	28,424	-	-	-	28,424
Condition improvement fund	6,663	-	-	-	-	6,663
Fixed assets	8,689,121	-	(511,109)	85,904	-	8,263,916
	<u>8,695,784</u>	<u>28,424</u>	<u>(511,109)</u>	<u>85,904</u>	<u>-</u>	<u>8,299,003</u>
<b>Total Restricted funds</b>	<u>5,203,368</u>	<u>8,349,397</u>	<u>(9,375,853)</u>	<u>-</u>	<u>3,905,000</u>	<u>8,081,912</u>
<b>Total funds</b>	<u><u>6,244,319</u></u>	<u><u>9,033,542</u></u>	<u><u>(10,012,512)</u></u>	<u><u>-</u></u>	<u><u>3,905,000</u></u>	<u><u>9,170,349</u></u>

The specific purposes for which the funds are to be applied are as follows:

**Other Government grants**

These represent various grants from local and national Government bodies for the provision of specific services to pupils of the Academy.

**Other DfE/ESFA grants**

Other DfE/ESFA grants relate to the restricted income received from both the Department for Education and the Education and Skills Funding Agency to assist with the costs of the Academy in relation to specific activities. This includes Pupil Premium and P.E. and Sports Grant.

**Restricted donations**

This represents donations received by the Academy which have restrictions on what they can be used for applied to them including contributions made by parents to the running of educational visits for the pupils of the Academy and the associated costs of running these trips.

**Pension reserve**

This fund represents the Academy's share of the deficit on the Local Government Pension Scheme (LGPS) transferred to the Academy on conversion from a state controlled school.

**Restricted fixed assets**

These funds have arisen from the fixed assets inherited upon conversion and from the subsequent purchases of new assets for use by the Academy. All assets help are specifically for the use of the Academy.

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**17. Statement of funds (continued)**

**Unrestricted funds**

This represents income received that does not have restrictions.

**Capital projects**

At the year end the Trustees have approved expenditure on 2 larger capital projects relating to the replacement of the School boilers & the refurbishment of an existing toilet block that has deemed "out of order"

**Devolved Formula Capital (DFC) and Condition Improvement Fund (CIF)**

These represent grants received toward a specific building or maintenance project (CIF) or any annual formula capital funding (DFC) received during the year.

**General Annual Grant (GAG)**

This represents funding from the ESFA to cover the costs of recurrent expenditure.

Under the funding agreement with the Secretary of State, the Academy was not subject to a limit on the amount of GAG it could carry forward at 31 August 2022.

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**17. Statement of funds (continued)**

Comparative information in respect of the preceding year is as follows:

	Balance at 1 September 2020 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2021 £
<b>Unrestricted funds</b>						
Unrestricted funds	844,231	398,156	(201,436)	-	-	1,040,951
<b>Restricted general funds</b>						
GAG	-	7,006,103	(6,896,743)	(53,155)	-	56,205
Other DfE/ESFA grants	-	793,366	(711,678)	-	-	81,688
Other Government grants	-	229,079	(223,388)	-	-	5,691
Restricted donations	-	34,018	(34,018)	-	-	-
Pension reserve	(2,499,000)	-	(307,000)	-	(830,000)	(3,636,000)
	<u>(2,499,000)</u>	<u>8,062,566</u>	<u>(8,172,827)</u>	<u>(53,155)</u>	<u>(830,000)</u>	<u>(3,492,416)</u>
<b>Restricted fixed asset funds</b>						
Devolved formula capital	13,154	28,137	-	(41,291)	-	-
Condition improvement fund	86,456	-	-	(79,793)	-	6,663
Fixed assets	9,084,642	-	(569,760)	174,239	-	8,689,121
	<u>9,184,252</u>	<u>28,137</u>	<u>(569,760)</u>	<u>53,155</u>	<u>-</u>	<u>8,695,784</u>
<b>Total Restricted funds</b>	<u>6,685,252</u>	<u>8,090,703</u>	<u>(8,742,587)</u>	<u>-</u>	<u>(830,000)</u>	<u>5,203,368</u>
<b>Total funds</b>	<u><u>7,529,483</u></u>	<u><u>8,488,859</u></u>	<u><u>(8,944,023)</u></u>	<u><u>-</u></u>	<u><u>(830,000)</u></u>	<u><u>6,244,319</u></u>

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**18. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	Unrestricted funds 2022 £	Restricted funds 2022 £	Restricted fixed asset funds 2022 £	Total funds 2022 £
Tangible fixed assets	-	-	8,263,916	8,263,916
Current assets	1,088,437	884,206	35,087	2,007,730
Creditors due within one year	-	(838,297)	-	(838,297)
Provisions for liabilities and charges	-	(263,000)	-	(263,000)
<b>Total</b>	<u>1,088,437</u>	<u>(217,091)</u>	<u>8,299,003</u>	<u>9,170,349</u>

**Analysis of net assets between funds - prior year**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Restricted fixed asset funds 2021 £	Total funds 2021 £
Tangible fixed assets	-	-	8,689,121	8,689,121
Current assets	1,040,951	944,189	6,663	1,991,803
Creditors due within one year	-	(800,605)	-	(800,605)
Provisions for liabilities and charges	-	(3,636,000)	-	(3,636,000)
<b>Total</b>	<u>1,040,951</u>	<u>(3,492,416)</u>	<u>8,695,784</u>	<u>6,244,319</u>

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**19. Reconciliation of net expenditure to net cash flow from operating activities**

	2022 £	2021 £
Net expenditure for the year (as per Statement of Financial Activities)	(978,970)	(455,164)
<b>Adjustments for:</b>		
Depreciation	511,109	569,760
Capital grants from DfE and other capital income	(28,424)	(28,137)
Interest receivable	(540)	(293)
Decrease in debtors	54,643	26,461
Increase in creditors	37,692	32,784
Pension adjustment	532,000	307,000
<b>Net cash provided by operating activities</b>	<b>127,510</b>	<b>452,411</b>

**20. Cash flows from investing activities**

	2022 £	2021 £
Interest received	540	293
Purchase of tangible fixed assets	(85,904)	(174,239)
Capital grants from DfE Group	28,424	28,137
<b>Net cash used in investing activities</b>	<b>(56,940)</b>	<b>(145,809)</b>

**21. Analysis of cash and cash equivalents**

	2022 £	2021 £
Cash in hand and at bank	1,872,749	1,802,179
<b>Total cash and cash equivalents</b>	<b>1,872,749</b>	<b>1,802,179</b>

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**NOTES TO THE FINANCIAL STATEMENTS  
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**22. Analysis of changes in net debt**

	At 1 September 2021 £	Cash flows £	At 31 August 2022 £
Cash at bank and in hand	1,802,179	70,570	1,872,749
	1,802,179	70,570	1,872,749
	1,802,179	70,570	1,872,749

**23. Pension commitments**

The Academy's employees belong to two principal pension schemes: the Teachers' Pension Scheme England and Wales (TPS) for academic and related staff; and the Local Government Pension Scheme (LGPS) for non-teaching staff, which is managed by Hertfordshire County Council. Both are multi-employer defined benefit schemes.

The latest actuarial valuation of the TPS related to the period ended 31 March 2016 and of the LGPS 31 March 2019.

Contributions amounting to £132,805 were payable to the schemes at 31 August 2022 (2021 - £128,358) and are included within creditors.

**Teachers' Pension Scheme**

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pension Scheme Regulations 2014. Membership is automatic for full-time teachers in academies. All teachers have the option to opt-out of the TPS following enrolment.

The TPS is an unfunded scheme to which both the member and employer makes contributions, as a percentage of salary - these contributions are credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

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**23. Pension commitments (continued)**

**Valuation of the Teachers' Pension Scheme**

The Government Actuary, using normal actuarial principles, conducts a formal actuarial review of the TPS in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014 published by HM Treasury every 4 years. The aim of the review is to specify the level of future contributions. Actuarial scheme valuations are dependent on assumptions about the value of future costs, design of benefits and many other factors. The latest actuarial valuation of the TPS was carried out as at 31 March 2016. The valuation report was published by the Department for Education on 5 March 2019. The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 23.68% of pensionable pay (including a 0.08% administration levy);
- total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £218,100 million and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £196,100 million, giving a notional past service deficit of £22,000 million; and
- the SCAPE rate, set by HMT, is used to determine the notional investment return. The current SCAPE rate is 2.4% above the rate of CPI, assumed real rate of return is 2.4% in excess of prices and 2% in excess of earnings. The rate of real earnings growth is assumed to be 2.2%. The assumed nominal rate of return including earnings growth is 4.45%.

The next valuation result is due to be implemented from 1 April 2024.

The employer's pension costs paid to TPS in the year amounted to £782,763 (2021 - £845,035).

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 Academy has accounted for its contributions to the scheme as if it were a defined contribution scheme. The Academy has set out above the information available on the scheme.

**Local Government Pension Scheme**

The LGPS is a funded defined benefit pension scheme, with the assets held in separate trustee-administered funds. The total contribution made for the year ended 31 August 2022 was £397,000 (2021 - £340,000), of which employer's contributions totalled £313,000 (2021 - £268,000) and employees' contributions totalled £84,000 (2021 - £72,000). The agreed contribution rates for future years are 22.65 per cent for employers and between 5.5 and 12.5 per cent for employees.

Parliament has agreed, at the request of the Secretary of State for Education, to a guarantee that, in the event of academy closure, outstanding Local Government Pension Scheme liabilities would be met by the Department for Education. The guarantee came into force on 18 July 2013.

**Principal actuarial assumptions**

	2022	2021
	%	%
Rate of increase in salaries	3.45	3.30
Rate of increase for pensions in payment/inflation	3.05	2.90
Discount rate for scheme liabilities	4.25	1.65



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**23. Pension commitments (continued)**

The current mortality assumptions include sufficient allowance for future improvements in mortality rates. The assumed life expectations on retirement age 65 are:

	2022 Years	2021 Years
Retiring today		
Males	21.9	22.1
Females	24.4	24.5
Retiring in 20 years		
Males	22.9	23.2
Females	26.0	26.2

**Sensitivity analysis**

As at 31 August 2022 the Academy had a pension liability of £263,000 (2021 - £3,636,000). The sensitivity analysis detailed below would increase/ (decrease) the closing defined benefit obligation in the following way:

	2022 £000	2021 £000
Discount rate +0.1%	(123)	(211)
Discount rate - 0.1%	123	211
Mortality assumption - 1 year increase	247	386
Mortality assumption - 1 year decrease	(247)	(386)
CPI rate +0.1%	123	199
CPI rate -0.1%	(123)	(199)

**Share of scheme assets**

The Academy's share of the assets in the scheme was:

	At 31 August 2022 £	At 31 August 2021 £
Equities	2,957	3,190
Corporate bonds	1,360	1,745
Property	887	662
Cash and other liquid assets	710	421
<b>Total market value of assets</b>	<b>5,914</b>	<b>6,018</b>

The actual return on scheme assets was £(392,000) (2021 - £685,000).

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**23. Pension commitments (continued)**

The amounts recognised in the Statement of Financial Activities are as follows:

	2022 £	2021 £
Current service cost	782,000	531,000
Interest income	(102,000)	(89,000)
Interest cost	165,000	133,000
<b>Total amount recognised in the Statement of Financial Activities</b>	<b>845,000</b>	<b>575,000</b>

Changes in the present value of the defined benefit obligations were as follows:

	2022 £	2021 £
<b>At 1 September</b>	9,654,000	7,591,000
Interest cost	165,000	133,000
Employee contributions	84,000	72,000
Actuarial (gains)/losses	(4,399,000)	1,426,000
Benefits paid	(109,000)	(99,000)
Current service costs	782,000	531,000
<b>At 31 August</b>	<b>6,177,000</b>	<b>9,654,000</b>

Changes in the fair value of the Academy's share of scheme assets were as follows:

	2022 £	2021 £
<b>At 1 September</b>	6,018,000	5,092,000
Interest income	102,000	89,000
Actuarial (losses)/gains	(494,000)	596,000
Employer contributions	313,000	268,000
Employee contributions	84,000	72,000
Benefits paid	(109,000)	(99,000)
<b>At 31 August</b>	<b>5,914,000</b>	<b>6,018,000</b>

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**24. Operating lease commitments**

At 31 August 2022 the Academy had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2022 £	2021 £
Not later than 1 year	9,411	9,411
Later than 1 year and not later than 5 years	11,527	20,938
	<u>20,938</u>	<u>30,349</u>

**25. Members' liability**

Each Member of the Charitable Company undertakes to contribute to the assets of the Company in the event of it being wound up while he/she is a Member, or within one year after he/she ceases to be a Member, such amount as may be required, not exceeding £10 for the debts and liabilities contracted before he/she ceases to be a Member.

**26. Related party transactions**

Owing to the nature of the Academy and the composition of the Board of Trustees being drawn from local public and private sector organisations, transactions may take place with organisations in which the Trustees have an interest. All transactions involving such organisations are conducted in accordance with the requirements of the Academy Trust Handbook, including notifying the ESFA of all transactions made on or after 1 April 2019 and obtaining their approval where required, and with the Academy's financial regulations and normal procurement procedures relating to connected and related party transactions.

The spouse of Chris Ingate, a Trustee, is employed by the Trust as a teaching staff member on a contract approved by Trustees. This remuneration package is in line with the standard payscales for the roles undertaken and her contract of employment is subject to the normal terms and conditions.

There were no other transactions apart from Trustee remuneration in note 12.