



## **Oxford Diocesan Board of Education**

### **Directors' Report and Financial Statements**

For the year ended 31 December 2019

Company limited by guarantee (No. 07071809 England and Wales)

Registered charity (No. 1133586)

Registered & Principal Office:

Church House Oxford

Langford Locks

Kidlington

Oxford OX5 1GF

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CE	Church of England
CBF	Central Board of Finance of the Church of England
CCLA	CCLA Investment Management Limited
CSUST	Church Schools Uniform Statutory Trust
DfE	Department for Education
DFC	Devolved Formula Capital
DT(O)L	Diocesan Trustees (Oxford) Limited
LA	Local Authority
LCVAP	Locally Co-ordinated Voluntary Aided Programme
MAT	Multi Academy Trust
ODBE	Oxford Diocesan Board of Education
ODBF	Oxford Diocesan Board of Finance
ODBST	Oxford Diocesan Bucks Schools Trust
ODES	Oxford Diocesan Education Services Limited
ODST	Oxford Diocesan Schools Trust
Ofsted	Office for Standards in Education
SACRE	Standing Advisory Council on Religious Education
SIAMS	Statutory Inspection of Anglican and Methodist Schools
SLA	Service Level Agreement
SLT	Senior Leadership Team
SOFA	Statement of Financial Activities

## **DIRECTORS' ANNUAL REPORT**

The directors, who are also trustees for the purposes of charity law, present their annual report, together with the audited financial statements, for the year ended 31 December 2019.

## **OBJECTIVES AND ACTIVITIES**

### **Background**

The Charity exists to fulfil the statutory duties of the Diocese of Oxford for the education of children, as updated by the Diocesan Boards of Education Measure 1991 and it currently advises and assists 282 schools and academies, educating 60,000 children and young people. There have been schools in the diocese run by the Church for many hundreds of years, whose trusts were established to provide education, usually for the poor of the parish, with teaching in accordance with the principles of the Church of England. From 1833 onwards the government began to provide funding to support this work and, in 1870, Parliament allowed for the establishment of board and later county schools to provide free education. The 1944 Education Act brought into legislation the dual system of church and state working together in education which the work of this Charity enables and supports. Further changes to legislation in the 2010 Academies Act and the 2011 Education Act bring fresh challenges and accountabilities. The Charity now also works with its academies, as well as the voluntary controlled and voluntary aided schools, to provide advice and in the maintenance and development of a distinctively Christian ethos in schools which remain inclusive and are intended to serve their local community.

### **Objectives**

The Charity continues to achieve its objectives by offering pastoral and professional support to its schools and pupils.

The functions of the Charity are set out in the Diocesan Boards of Education Measure 1991 (as amended), which is the Charity's governing document. The Charity, therefore, is responsible for promoting and assisting:

- Education in the diocese consistent with the faith and practice of the Church of England;
- Religious education and worship in schools.

### **Activities**

The Charity advises governors of church schools, trustees of church educational endowments and any other body or person concerned on any matter affecting church schools in the diocese and additionally takes opportunities to serve all schools in church-led Multi Academy Trusts and specifically:

- Gives advice in relation to any proposed changes to the status, viability and future of all church schools;
- Approves all new building, alterations and refurbishment to Aided School buildings;
- Gives advice to the trustees of Church of England education trusts before any changes are made to their trust property or governing documents (trust deed, Charity Commission scheme, etc);
- Appoints and supports Foundation governors for all church schools;



**OBJECTIVES AND ACTIVITIES (cont'd)**

- Improves the effectiveness of diocesan schools by providing services to support school improvement, professional development of teachers, training for staff and governors, professional advice and pastoral care;
- Advises and supports governing bodies on the appointment of Headteachers and senior staff;
- Receives and considers the reports of all formal inspections (Ofsted and SIAMS) at all church schools, which are required to be carried out under the Education Act 2005; and
- Acts as managing trustee of two trusts.

**Public benefit**

The directors have complied with section 4 of the 2011 Charities Act having due regard to guidance published by the Charity Commission. The directors are aware of the Charity Commission's requirement that the aims, objectives and activities of the charity should provide a clear public benefit. Through the achievement of these objectives set out above, the public benefits from the provision of inclusive church schools for 60,000 pupils and the advisory services of ODBE to the staff and governors of these schools.

**Grant making policy**

The charity makes grant payments as managing trustee in accordance with the terms of each trust.

**ACHIEVEMENTS AND PERFORMANCE****Working with Multi-Academy Trusts**

The number of academy conversions has slowed from the peak of a couple of years ago. However, there are still schools making a positive choice to join a MAT as well as a small number of schools which are required to join a MAT. The two MATs established by the ODBE have continued to grow. ODST now comprises 36 academies and ODBST is made up of 8 with more in the pipeline.

Four of the academy trusts which we work with have pooled their SLA capital allocations together and ODBE manages this programme for them.

We continue to provide support services to schools to assist them in delivering the best possible outcomes. This ranges from appointing approximately 1,000 governors across our schools and academies (including 18 multi-academy trusts); advising on admission policies at 170 schools; organising independent admission appeals for governing bodies and assisting the site trustees with various property matters. We also organise building work at voluntary aided schools and some academies ranging from small maintenance projects to large scale extension and refurbishments, including the planning of completely new schools.

**New School Opportunities**

Several school-led MATs have explored opportunities for Church of England free schools in areas where pupil demand can be demonstrated, and there is low likelihood of negative impact on the flourishing of existing schools.



## **ACHIEVEMENTS AND PERFORMANCE (cont'd)**

Whilst the national landscape for this is now more competitive with more available MATS to sponsor new free schools, the team continued to prioritise this work and build relationships with existing MATs. As a result, Alder Grove Church of England Primary School will be opening as part of The Keys Trust in September 2020. This will be followed by Windrush Church of England Primary School in September 2021 as part of The River Learning Trust. In addition, early discussions were held with relevant parties around the need and viability for new alternative provision settings to see if we can provide greater support to the most vulnerable pupils.

### **School Effectiveness**

Schools continued to be well served by the Link Adviser model and outcomes measured by Ofsted and SIAMS grades of good or better were above the national average in both. ODBE responded quickly to the need for SIAMS training in the light of changes to the national Schedule and our school leaders and governors have a clear understanding of the inspection Schedule and the process of evaluation thereby enabling schools to showcase their provision and the impact this has. The ODBE team is highly valued in developing and nurturing the personal relationships with Headteachers, governors and school leaders enabling support and challenge across a range of educational issues.

### **Strategic Vision**

ODBE produced a three-year vision and strategy to run from 2019 to 2022. This required spending and staffing commitments to be identified alongside strategic priorities and actions taken. The vision and strategy was published Summer 2019 and took effect from September 2019 onwards. The ODBE staffing model was restructured to take account of this new strategic direction and the reporting and accountability lines altered accordingly.

## **FUTURE PLANS**

ODBE's 'Beyond 20:20 Vision and Strategy' clearly articulates the direction of travel for the next three years. This has been broken down into three strands each with six constituent elements. The strategy articulates and defines work of ODBE in the following: 'Leadership and Engagement', 'Development and Support' and 'Quality and Delivery'

### **Leadership and Engagement**

ODBE is committed to becoming more outward facing in its approach to current and potential partners. We are developing a strategy around 'Growing Faith' that engages us more closely with the Diocesan Department of Mission. The twin focus of our work centres upon the development of chaplaincy together with facilitating and nurturing good relationships between churches and schools. ODBE is also engaged in a wholesale re-brand in order to ensure a consistent profile that represents our values and mission. We will continue to develop and strengthen our relationship with the Church of England's Education Office.

### **Development and Support**

We will continue to develop our work with multi-academy trusts, and we expect to become part of a minimum of two further multi academy trusts during the year.

## **FUTURE PLANS (cont'd)**

We will seek to continue to develop effective ways of working with these multi academy trusts at both member and director levels together with operational matters. We will continue to embed our work with capital projects which contributes to building positive relations with our schools. Recognising the financial pressures which our schools find themselves under we will continue to review our systems and processes to ensure that we provide the most effective support possible.

### **Quality and Delivery**

The work of the School Link Advisers continues to be shaped by the educational landscape and the needs of school leaders and governors. Our capacity to respond to vulnerable schools is based on the relationships built over time with schools, community and church members and other key stakeholders. The ODBE training programme is planned to support and strengthen these elements so that the leadership of CE schools can be self-sustaining. The financial viability of some of our smallest schools may be at risk and this is a key consideration for our advice and support to school leaders in the current climate. We will continue to plan and deliver high quality RE and Collective Worship training as well as further developing the leadership strand of our work through governance, school leadership and SIAMS work.

### **Potential Impact of Covid-19**

Clearly the Coronavirus pandemic will have a significant impact upon the future plans of ODBE and actions are being undertaken to mitigate this. The services provided to schools will continue to be delivered using innovative methods of working using information technology. Therefore, there is no significant impact on income streams anticipated initially. Schools' funding is not affected initially and the DfE has instructed schools to continue to make payments to suppliers.

The organisation has taken account of its staffing needs over the course of the foreseeable future and is making comprehensive use of the Government's Job Retention scheme to furlough staff. Staff not on furlough have been invited to make a corresponding salary sacrifice and it is anticipated that most employees not furloughed will chose to participate in this scheme. In addition, ODBE has identified significant opportunities for reducing expenditure particularly through the reduction of staff expenses to zero during the lockdown period.

ODBE has established a business continuity plan for the duration of the lockdown in order to maintain productivity and maximise the opportunity to realise projects with the additional time available.

## **FINANCIAL REVIEW**

### **General Funds**

Overall total unrestricted income was £1,640K, with a deficit of £56K (3%) on general funds for the year.

A significant proportion of income came from grants: grant income from CSUST totalled £479K for the year (2018: £363K), and grant income from ODBF totalled £344K (2018: £386K), 29% and 21% of total unrestricted income respectively.



**FINANCIAL REVIEW (cont'd)**

Income from charitable activities included school service agreement income of £264K (16%) (2018: £291K), training and consultancy income of £208K (13%) (2018: £287K), premises related income of £290K (18%) (2018: £249K) and admissions appeals income of £51K (3%) (2018: £48K).

Costs have been attributed to three categories of support for schools, with staff and overhead costs apportioned between these categories.

**Restricted Funds – Building Improvement Scheme**

The Board acts as agent for school governors in relation to school building works and the purchase of IT equipment for schools. It acts as the agent of school governors in helping to arrange funding through the DfE and local authorities and in paying professional fees and building costs on behalf of school governors. This is a significant activity of the Board but is not reflected in the Statement of Financial Activities as the transactions are those of the school governors and the Board acts simply as an agent or facilitator. The balance on the fund at 31 December 2019 was £401K (2018: £402K).

**Restricted Funds**

One grant was made from the Thatcham and Newbury restricted trust funds in 2019 (2018: one), one grant from the Hills Bequest Fund (2018: none) and one grant from the Buildings improvement fund (2018: one). The balance remaining on the income restricted funds at 31 December 2019 was £569K (2018: £545K).

**Reserves Policy**

At the end of 2019 the Board's unrestricted funds excluding fixed assets (or free reserves) totalled £355K (2018: £419K), providing 2.8 months reserves cover for current activities, slightly below the Board's target of holding approximately 3 months' expenditure in reserve. The 2020 budget was set with the aim of break-even to maintain the current reserves levels, before the impact of Covid-19. See Future Plans section for mitigating actions being taken to minimize the financial impact.

ODBE is supported by CSUST funds which amount to £8,536K capital and £1,848K reinvested income at 31 December 2019. DT(O)L is the sole trustee of this fund. Both capital and income are funds which can only be used for educational purposes (see CSUST section on pages 8 and 9 for further details).

**Investment management**

The charity has general, restricted and endowment funds. The endowment funds and restricted funds have the majority of their capital invested in the CBF Investment Fund, with total investments of £398K (2018: £336K).

In the past this has ensured that the capital value was fully maintained over the long term. The directors seek professional investment advice as and when they consider it to be necessary.

The yield on investments during 2019 was 3.2% (2018: 3.3%). During the year the market value of investments increased by 15.6% (2018: decreased by 1.5%).

Financial markets fluctuated in value post year end due to Covid-19. The value of investments as at the date of signing the accounts was £398K, consistent with the value at 31 December 2019.



## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **The Diocese of Oxford**

Although the Oxford Diocesan Board of Education is a separate registered charity, it is an integral part of the Diocese of Oxford, fulfilling its statutory duties in respect of children's education.

### **Corporate status**

The charity is registered with the Charity Commission (No. 1133586) and it is a company limited by guarantee (No. 07071809 England and Wales). Its governing document is the Diocesan Boards of Education Measure 1991 (as amended). Activities commenced on 1 January 2011, when the activities and assets of Oxford Diocesan Education Services Limited and the previous Oxford Diocesan Board of Education (Charity Number 307913) were transferred to the new ODBE charitable company.

### **Board and Committee structure**

The directors meet three times a year. There is an Executive Committee which met more frequently, comprising of the Board's Chairman with other key directors and the Board's senior officers. The board of directors has four further committees:

Finance Committee

Schools Effectiveness Committee

Development Committee

Human Resources Panel

### **Appointment of directors**

The Bishop of Oxford is a director by virtue of his office. The Bishop of Oxford is nominally the chairman but has currently delegated that responsibility to the Bishop of Buckingham. The Bishop of Oxford nominates either an area bishop or archdeacon to be a member of the Board. He may also appoint one further director, either clergy or lay.

Ten members are elected to serve as directors by the Diocesan Synod. At least four directors, with a maximum of eight, are co-opted by the Board. Co-opted members have to have experience of church schools in the diocese or have experience of other areas of work with which the Board is concerned.

Directors normally serve for a three year term linked to Synodical elections. New directors receive induction training. All directors receive ongoing training and briefings on current issues.

Some senior staff have job titles incorporating the title "Director" but they are not directors of ODBE for the purpose of company law.

### **Directors' responsibilities**

The directors are responsible for preparing the directors' report and the financial statements in accordance with applicable law and regulations. Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

**STRUCTURE, GOVERNANCE AND MANAGEMENT (Cont'd.)****Directors' responsibilities (continued)**

Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for that period.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in 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 United Kingdom and Republic of Ireland (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable United Kingdom Accounting Standards have been followed, subject to material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

**Related Parties**

The directors consider the following to be related parties:

- i) Oxford Diocesan Board of Finance (ODBF) – a company with charitable status, which is the principal vehicle for dealing with the financial business of the Diocese of Oxford.

ODBF and the Church Schools Uniform Statutory Trust (CSUST) together supply a significant amount of the financial resources and ODBF partly supplies the administrative resources under which the company operates.

The company is accountable to the Oxford Diocesan Synod for the appropriate use of these resources.

- ii) Diocesan Trustees (Oxford) Limited (DT(O)L) – a company with charitable status which is responsible for ensuring that trust funds are used in accordance with the terms of the trust deed. DT(O)L acts as sole trustee of CSUST funds.

CSUST income may be used for:

- (a) the provision of advice, guidance and resources in connection with management of, or education provided at, voluntary aided, controlled and foundation schools;
- (b) the inspection of church schools; and
- (c) the cost of employing staff in connection with any of these purposes.



## **STRUCTURE, GOVERNANCE AND MANAGEMENT (Cont'd.)**

### **Related Parties (continued)**

DT(O)L is required to consult the charity on the uses of CSUST funds. These funds arise from the proceeds of sale of land and buildings of closed schools vested in CSUST under Statutory Instruments.

At 31 December 2019 CSUST funds had a total value of £10,384K (2018: £8,695K) of which £8,536K (2018: £6,998K) were endowment funds and £1,848K (2018: £1,697K) were accumulated reinvested income funds.

In addition, the buildings and land of a number of closed schools are vested in CSUST. The CSUST funds are included in the financial statements of DT(O)L.

Schedule 36 of the 1996 Education Act consolidated the 1993 Education Act in identifying the financial activity of CSUST funds as being for the work of Diocesan Boards of Education and the support of building work in schools. In the Oxford Diocese the support of building work has been directed towards aided schools due to the statutory responsibilities of Governing Bodies.

Loans from CSUST are used to provide working capital for building work where expenditure is incurred but subsequently reimbursed by the DfE or Local Authority.

- iii) Oxford Diocesan Schools Trust – a Multi Academy Trust formed in 2012
- iv) Oxford Diocesan Bucks Schools Trust – a Multi Academy Trust formed in 2017

ODBE confirms the appointment of directors of these MATS so as to ensure that the Trust Board comprises individuals who will uphold the Christian ethos of the schools and have the ability to run a chain of schools. Apart from confirming the appointments, ODBE plays no part in the day to day running of ODST nor ODBST, and ODST's and ODBST's primary accountability as Multi Academy Trusts is to the Secretary of State. Thus, there is no requirement to consolidate these financial statements with ODBE.

### **Subsidiary Companies**

At 31 December 2019 ODBE had one wholly owned subsidiary, Oxford Diocesan Education Services Limited (ODES), which is not trading currently.



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## PRINCIPAL RISKS AND UNCERTAINTIES

The directors confirm that the major strategic risks to which the Charity is exposed have been identified and reviewed and that systems have been established to manage those risks.

Directors have delegated to the Director of Education the task of carrying out reviews of operational risks and the management and monitoring of risks. To achieve this, a register of the identified risks is maintained, and, alongside it, a management and mitigation strategy formed. Directors review the risk register at least annually as part of corporate risk management.

The risk register scores risk based on likelihood, financial and reputational impact. After mitigating action is considered, the following areas have the highest levels of residual risk.

- 1. Whilst there has been a significant improvement in the revenue budget over the past three years there remains some strong external pressures including recently, Covid-19, on the budget and particularly on staffing costs. Failure to address this will result in an erosion of limited reserves which is not sustainable.**

Mitigating strategies:

- Continue to develop new income streams, monitor the viability of current services and maximise income from the SLA and other areas.
- Ensure cost effective delivery of services.
- Consider the need for additional grant funding.
- To deal with the recent Covid-19 issues, the Board is seeking to reduce expenditure immediately by furloughing staff and minimising future expenditure. Staff expenses will be significantly reduced whilst schools are closed. The Board will monitor the long-term impact of Covid-19 and seek to maintain a balanced budget in any environment which the pandemic creates.

- 2. In an increasingly diverse environment, the ODBE needs to continue to liaise effectively with a wide range of stakeholders including currently 18 MATs (this number is predicted to increase further and already includes MATs based outside of the Diocese), 9 Local Authorities, the DfE at various levels and with schools and parishes. This could potentially stretch the personnel resource in ODBE in maintaining an effective level of support and dialogue with all these bodies.**

Mitigating strategies:

- Ensuring that the ODBE staffing complement is sufficient to meet these demands, including the delivery of the SLA.
- Work closely with the MATs to ascertain their requirements of the ODBE.
- Ensure that the ODBE continues to be an outward facing organisation.

- 3. If ODBE is unable to appoint effective academy directors, Local Governing Body members and foundation governors in Voluntary Aided/Voluntary Controlled schools it will significantly diminish the effectiveness of these church schools.**

## PRINCIPAL RISKS AND UNCERTAINTIES

Mitigating strategies:

- Ensure regular monitoring and review of any church appointed vacancies in the schools/academies which we support and liaise with parishes/academy trusts where any vacancies exist.
- Ensure strong governance in schools in challenging circumstances, involving ODBE officers where appropriate.
- Ensure that effective directors/Local Governing Body members and foundations governors are appointed with clear expectations and support/training available.
- Keep under review the processes and documentation for appointments.

4. **If small schools (in particular) are not able to respond to the continued budgetary restraint they may risk becoming financially vulnerable and, therefore, more at risk of closure in the long term. Whilst their general income is secure (subject to pupil numbers), they are likely to lose rental income during the Covid-19 pandemic. Any permanent closures would cause a reputational risk to ODBE, create considerable disturbance in the community and would result in ODBE not being able to meet its core purpose of serving schools in affected communities.**

Mitigating strategies:

- Work proactively to identify those schools most at risk and support them to develop strategies.
- Offer new training opportunities to governors on financial matters. Encourage schools to come together in federations, amalgamations and in academy trusts and consider alternative leadership models where appropriate.
- Brief the wider diocese and other relevant organisations on how they could support their local schools.

5. **With the current heightened safeguarding awareness, it could lead to the identification of serious safeguarding concerns which could have a negative reputational impact on the ODBE, the wider diocese and the specific schools concerned.**

Mitigating strategies:

- Liaise with the appropriate Local Authority and diocesan safeguarding leads to ensure early intervention when concerns are raised.
- Ensure that all policies and procedures of the ODBE effectively consider safeguarding issues.
- Ensure that all trustees and staff are sufficiently well trained to deal with safeguarding issues from the Board's perspective.



**REFERENCE AND ADMINISTRATIVE DETAILS****Directors of the Board**

The following were the directors and members of the Oxford Diocesan Board of Education at the date of this report. All have served throughout the year except where indicated otherwise:

Member	Basis of appointment
The Right Reverend Dr S J Croft	Ex Officio Bishop of Oxford
The Right Reverend Dr A T L Wilson (Chair)	Nominated by the Bishop of Oxford
The Ven J French	Nominated by the Bishop of Oxford
Mrs K Winrow	Nominated by the Bishop of Oxford
Mr G S Anderson JP	Synod elected for Berkshire Archdeaconry
The Revd M D Bennet	Synod elected for Berkshire Archdeaconry
Ms J Moriarty	Synod elected for Berkshire Archdeaconry
The Revd T J L Harper	Synod elected for Buckingham Archdeaconry
Mrs M E Lomas	Synod elected for Buckingham Archdeaconry
Mrs L M Piper (from 01.01.19)	Synod elected for Buckingham Archdeaconry
Mrs P A Hudson	Synod elected for Dorchester Archdeaconry
Mr T W Llewellyn (from 01.01.19)	Synod elected for Dorchester Archdeaconry
The Revd S E Sharp	Synod elected for Dorchester Archdeaconry
Dr F C P Leach (from 01.01.19)	Synod elected for Oxford Archdeaconry
Mr M Abbott (from 01.01.20)	Co-opted
Mr A Browne	Co-opted
Ms H Crolla	Co-opted
Ms N Flower	Co-opted
The Revd M A Harwood	Co-opted
The Revd D W McFarland	Co-opted
Mr J S Moule (from 01.01.19)	Co-opted
Mr P R Norman	Co-opted

**Senior staff and advisers**

Director of Education (from 02.01.19)	Mr Antony Wilson
Deputy Director (from 01.09.19)	Mrs Frances Bartlett
Deputy Director	Mr Gordon Joyner
Assistant Director (to 01.08.19)	Mrs Kirsteen Roberts



**REFERENCE AND ADMINISTRATIVE DETAILS (Cont'd.)**

Registered Office	Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF
Bankers	National Westminster Bank plc, 32 Cornmarket Street, Oxford OX1 3EZ
Auditor	Buzzacott LLP, 130 Wood Street, London, EC2V 6DL
Solicitors	Winckworth Sherwood LLP, 16 Beaumont Street, Oxford OX1 2LZ
Insurers	Ecclesiastical Insurance Office plc, Beaufort House, Brunswick Road, Gloucester GL1 1JZ

**BASIS OF PREPARATION**

The financial statements have been prepared in accordance with applicable United Kingdom Accounting Standards, the Companies Act 2006, and Accounting and Reporting by Charities: Statement of Recommended Practice effective from accounting periods commencing on or after 1 January 2015.

**STATEMENT OF DISCLOSURE TO AUDITOR**

As far as each director is aware, there is no relevant audit information of which the charity's auditor is unaware.

Each director has taken all the steps he/she ought to have taken as a director in order to make himself/herself aware of any relevant information and to establish that the charity's auditor is aware of that information.

Signed on behalf of the directors



The Right Revd Dr A T L Wilson  
Chairman

1 July 2020

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF OXFORD DIOCESAN BOARD OF EDUCATION**

### **Opinion**

We have audited the financial statements of Oxford Diocesan Board of Education (the 'charitable company') for the year ended 31 December 2019 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, and the notes to the financial statements including the principal accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2019 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

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

### **Emphasis of matter – effects of Covid-19**

We draw attention to note 1 to the financial statements and the accounting policy in respect to going concern and also to note 9 to the financial statements, both of which describe the impact of Covid-19 on the charity's finances.

Our opinion is not modified in respect of this matter.

### **Conclusions relating to going concern**

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

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



**INDEPENDENT AUDITOR'S REPORT (Cont'd.)****Other information**

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

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' 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 directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to take advantage of the small companies exemption from the requirement to prepare a strategic report.

**Responsibilities of directors**

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



## INDEPENDENT AUDITOR'S REPORT (Cont'd.)

In preparing the financial statements, the directors are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### Auditor's responsibilities for the audit of the financial statements

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

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 auditor's report.

### Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Buzzacott LLP

Amanda Francis (Senior Statutory Auditor)  
For and on behalf of Buzzacott LLP, Statutory Auditor  
130 Wood Street  
London  
EC2V 6DL

13 August 2020

**STATEMENT OF FINANCIAL ACTIVITIES** For the Year Ended 31 December 2019

	Note	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds 2019 £'000	Total Funds 2018 £'000
<b>INCOME AND ENDOWMENTS FROM:</b>						
<b>Donations</b>	2.1					
Grants from CSUST		479	-	-	479	363
Grants from ODBF		344	-	-	344	386
		<u>823</u>	<u>-</u>	<u>-</u>	<u>823</u>	<u>749</u>
<b>Charitable Activities:</b>	2.2					
School premises related income		290	-	-	290	249
School service agreement		264	-	-	264	291
Training and consultancy services to schools		208	9	-	217	311
Admission Appeals		51	-	-	51	48
		<u>813</u>	<u>9</u>	<u>-</u>	<u>822</u>	<u>899</u>
<b>Investments</b>	2.3	4	11	-	15	14
<b>Total Income</b>		<u>1,640</u>	<u>20</u>	<u>-</u>	<u>1,660</u>	<u>1,662</u>
<b>EXPENDITURE ON: Charitable Activities</b>						
School leadership and governance support		1,322	12	-	1,334	1,366
School premises related support		321	1	-	322	262
Admission and Appeals service		53	-	-	53	60
<b>Total Expenditure</b>	3.1	<u>1,696</u>	<u>13</u>	<u>-</u>	<u>1,709</u>	<u>1,688</u>
<b>Net (expenditure)/income before gains/(losses) on investments</b>		(56)	7	-	(49)	(26)
Gains/(losses) on investments	9	-	17	45	62	(5)
<b>Net (expenditure)/ income and net movement in funds</b>		<u>(56)</u>	<u>24</u>	<u>45</u>	<u>13</u>	<u>(31)</u>
Reconciliation of funds:						
Total funds brought forward		419	545	246	1,210	1,241
<b>Total funds carried forward</b>		<u>363</u>	<u>569</u>	<u>291</u>	<u>1,223</u>	<u>1,210</u>

The Statement of Financial Activities (SOFA) includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities. The prior year comparative SOFA for 2018 is shown in Note 20 on page 35. The notes on pages 21-35 form part of these financial statements.



**INCOME AND EXPENDITURE ACCOUNT**

	Total 2019 £'000	<i>Total</i> <i>2018</i> <i>£'000</i>
Income	1,660	1,662
Expenditure	<u>(1,709)</u>	<u>(1,688)</u>
<b>Operating deficit for the year</b>	(49)	(26)
Net gains/(losses) on investments	<u>17</u>	<u>(1)</u>
<b>Net expenditure for the year</b>	<u><u>(32)</u></u>	<u><u>(27)</u></u>


The income and expenditure account is derived from the Statement of Financial Activities with movements in endowment funds excluded to comply with company law. All income and expenditure is derived from continuing activities.


**BALANCE SHEET as at 31 December 2019** Company No. 070721809 (England and Wales)

	Note	2019 £'000	2018 £'000
<b>FIXED ASSETS</b>			
Tangible assets	8	8	9
Investments	9	398	336
<b>Total Fixed Assets</b>		<b>406</b>	<b>345</b>
<b>CURRENT ASSETS</b>			
Debtors	10	300	218
Cash at bank	11	1,290	1,535
<b>Total Current Assets</b>		<b>1,590</b>	<b>1,753</b>
<b>Creditors: Amounts falling due within one year</b>	12	<b>(673)</b>	<b>(788)</b>
<b>Net Current Assets</b>		<b>917</b>	<b>965</b>
<b>Total Assets Less Current Liabilities</b>		<b>1,323</b>	<b>1,310</b>
<b>Creditors: Amounts falling due after more than one year</b>		<b>(100)</b>	<b>(100)</b>
<b>NET ASSETS</b>		<b>1,223</b>	<b>1,210</b>
<b>THE FUNDS OF THE CHARITY</b>			
Endowment Funds	14	291	246
Restricted Funds	15	569	545
General Funds		363	419
<b>Total Charity Funds</b>		<b>1,223</b>	<b>1,210</b>

The notes on pages 21 to 35 form part of these financial statements. Included in the above investments are unrealised gains amounting to £304K. See notes 14 to 15 to the financial statements.

These financial statements were approved and authorised for issue by the directors on 1 July 2020 and signed on their behalf by:-

  
 The Right Reverend Dr. A. T. L. Wilson  
 Chairman

  
 G S Anderson JP  
 Director



**STATEMENT OF CASH FLOWS for the year ended 31 December 2019**

	2019		2018	
	£'000	£'000	£'000	£'000
<b>Net cash used in operating activities</b>		(257)		(17)
<b>Cash flows from investing activities</b>				
Dividends and interest received from investments	15		14	
Purchase of:				
Tangible fixed assets	(3)		(5)	
<b>Net cash provided by investing activities</b>		12		9
<b>Change in cash and cash equivalents in the reporting period</b>		(245)		(8)
Cash and cash equivalents at 1 January		1,535		1,543
Cash and cash equivalents at 31 December		1,290		1,535
<b>Reconciliation of net movements in funds to net cash flow used in operating activities</b>				
<b>Net movement in funds for the year</b>		13		(31)
<b>Adjustments for:</b>				
Depreciation charges		4		6
(Gains)/losses on investments		(62)		5
Dividends and interest receivable from investments		(15)		(14)
(Increase)/decrease in debtors		(82)		88
Decrease in creditors		(115)		(71)
<b>Net cash used in operating activities</b>		(257)		(17)
<b>Analysis of cash and cash equivalents</b>				
Cash at bank		1,290		1,535

**NOTES TO THE FINANCIAL STATEMENTS****1. Principal Accounting Policies**

The Oxford Diocesan Board of Education (ODBE) is a company limited by guarantee (No. 07071809 England and Wales) and a registered charity (No. 1133586) governed by its Memorandum and Articles of Association, incorporated in England. Its registered office is Church House Oxford, Langford Locks, Kidlington, Oxon OX5 1GF.

**Basis of accounting**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are laid out below.

**Basis of preparation**

These financial statements have been prepared for the year to 31 December 2019 with comparative information provided for the year to *31 December 2018*.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these financial statements.

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

The financial statements are presented in UK sterling and are rounded to the nearest thousand.

**Critical accounting estimates and areas of judgement**

Preparation of the financial statements may require the directors and management to make significant judgements and estimates. Other than the estimation of future income and expenditure flows for the purpose of assessing going concern (see below), there are no critical accounting estimates or areas where judgement has been applied in the preparation of these financial statements.

**Going concern**

The directors have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The directors have made this assessment with respect to a period of at least one year from the date of approval of these financial statements. The directors have concluded that there are no material uncertainties related to events or conditions, including Covid-19, that may cast significant doubt on the ability of the Charity to continue as a going concern. The directors are of the opinion that the Charity will have sufficient resources to meet its liabilities as they fall due. This is because the Charity has sufficient monetary assets, including short term cash balances, which could be readily realised in order to meet liabilities should there be an unexpected curtailment of income. In addition, plans are in place to reduce costs if income should significantly fall due to Covid-19. Further details are provided in the Future Plans section of the Directors' Report attached to these financial statements.



## **NOTES TO THE FINANCIAL STATEMENTS (Cont'd.)**

### **1. Principal Accounting Policies (cont'd.)**

#### **Income**

Income is recognised in the period in which the Charity is entitled to receipt, the amount can be measured reliably and it is probable that the funds will be received.

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

#### **Expenditure**

Expenditure is included in the statement of financial activities when incurred and excludes recoverable VAT.

Expenditure comprises expenditure on the Charity's primary charitable purposes as described in the directors' report including the payments of grants. The expenditure includes both costs that can be allocated directly to such activities and those indirect costs necessary to support them.

Support costs are those costs which enable charitable activities to be carried out. These costs include the expenses relating to finance, human resources, property management, communications and information technology.

Grants payable are included in the statement of financial activities when approved and when committed. Commitment will usually arise when the intended recipient has either received the funds or been informed of the decision to make the donation.

#### **Tangible Fixed Assets**

Depreciation is calculated to write off the office and computer equipment to its residual value by equal instalments over 4 years, being its estimated useful life.

#### **Investments**

Listed investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market bid-price.

Realised gains (or losses) on investment assets are calculated as the difference between disposal proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value at that date.

Realised and unrealised investment gains (or losses) are combined in the statement of financial activities and are credited (or debited) in the year in which they arise.

#### **Financial instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Apart from fixed asset investments held at fair value, these are recognised initially at transaction value and subsequently measured as described below.

## **NOTES TO THE FINANCIAL STATEMENTS (Cont'd.)**

### **1. Principal Accounting Policies (cont'd.)**

#### **Debtors**

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid.

#### **Cash at bank and in hand**

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year (if any) are disclosed as short-term deposits. Cash placed on deposit for more than one year, (if any) is disclosed as a fixed asset investment.

#### **Creditors and provisions**

Creditors and provisions 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. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt.

Liabilities in respect of building works are recognised when the charity is invoiced.

Funding received in advance of expenditure for building works is recognised as a liability until those funds are used to pay for the building works for which they were given.

#### **Fund structure**

The unrestricted funds comprise those monies which may be used towards meeting the charitable objectives of the charity and may be applied at the discretion of the directors.

The restricted funds are monies raised for, and their use restricted to, a specific purpose, or donations subject to donor imposed conditions.

The endowment funds comprise assets which normally must be held as capital (permanent) but, where permitted, may be applied towards meeting certain charitable aims (expendable). The income therefrom may be used either in accordance with the donors' wishes, if stipulated, or for general purposes.

#### **Pensions**

The pension costs charged in the financial statements represent the contributions payable by ODBE during the year to four pension schemes: the final salary scheme operated by ODBF through the Pensions Trust, the Teachers' Pension Scheme, the Pension Builder Scheme of the Church Workers Pension Fund and a private/personal pension scheme. Full disclosure of the final salary pension scheme operated by ODBF is included in the accounts of Oxford Diocesan Board of Finance, the participating employer.



**NOTES TO THE FINANCIAL STATEMENTS (Cont'd.)****2. ANALYSIS OF INCOME****2.1 Income from Donations**

	Total 2019 £'000	Total 2018 £'000
Annual support grant from CSUST	430	343
Other CSUST grants	49	20
Total grants from CSUST	<u>479</u>	<u>363</u>
Annual Diocesan grant	264	259
Diocesan Common Vision grants: Chaplaincy & Church/Schools relationships	77	-
Diocesan grant for parish engagement	-	60
Diocesan grant for new schools development	-	65
Other Diocesan grants	3	2
Total Diocesan grants from ODBF	<u>344</u>	<u>386</u>
Total grants	<u>823</u>	<u>749</u>

All donations and grants related to unrestricted funds in both the above years.

**2.2 Income from Charitable Activities**

School premises related income	290	249
School Service Level Agreements	264	291
Training and consultancy services to schools	208	287
Admissions Appeals	51	48
Total Unrestricted Income from Charitable Activities	<u>813</u>	<u>875</u>
Restricted income from Training and Consultancy Services to Schools	<u>9</u>	<u>24</u>
Total Income from Charitable Activities	<u>822</u>	<u>899</u>

**2.3 Income from Investments**

Interest Receivable – Unrestricted	4	3
Dividends Receivable – Restricted	11	11
	<u>15</u>	<u>14</u>

**NOTES TO THE FINANCIAL STATEMENTS (Cont'd.)**

**3. ANALYSIS OF EXPENDITURE**

**3.1 Expenditure on Charitable Activities**

	Direct Costs	2019 Support Costs (Note 3.2)	Total Costs	2018 Total Costs
	£'000	£'000	£'000	£'000
Schools Leadership and Governance Support	1,170	152	1,322	1,338
School Premises Related Support	259	62	321	266
Admissions and Appeals Service	45	8	53	60
<b>Total Unrestricted Expenditure</b>	<b>1,474</b>	<b>222</b>	<b>1,696</b>	<b>1,664</b>
School Leadership and Governance Support	12	-	12	28
School Premises Related Support	1	-	1	(4)
<b>Total Restricted Expenditure</b>	<b>13</b>	<b>-</b>	<b>13</b>	<b>24</b>
<b>Total Expenditure on Charitable Activities</b>	<b>1,487</b>	<b>222</b>	<b>1,709</b>	<b>1,688</b>

**3.2 Support Costs**

	School Leadership & Governance Support £'000	School Premises Related Support £'000	Admissions & Appeals Service £'000	2019 Total £'000	2018 Total £'000
Governance (Note 3.3)	17	5	1	23	20
Finance	37	28	2	67	74
Information Technology	27	9	1	37	36
Human Resources	22	6	1	29	41
Other Overhead Costs	49	14	3	66	58
<b>Total</b>	<b>152</b>	<b>62</b>	<b>8</b>	<b>222</b>	<b>229</b>

**3.3 Governance costs**

	2019 £'000	2018 £'000
Audit Fees	7	6
Statutory Costs and Legal Fees	13	11
Committee Costs	3	3
	<b>23</b>	<b>20</b>

**NOTES TO THE FINANCIAL STATEMENTS (Cont'd.)****4. SCHOOL BUILDING IMPROVEMENTS AND REPAIRS**

The Charity assists voluntary aided schools with school building projects and the provision of IT equipment. It acts as the agent of school governors in helping to arrange funding through the DfE and Local Authorities and in paying professional fees and building costs on behalf of school governors. This is a significant activity of the Charity but is not reflected in the Statement of Financial Activities as the transactions are those of the school governors rather than the Charity which acts as agent or facilitator. A summary of transactions during the year is set out below:

	2019 £'000	2018 £'000
Expenditure on School Building Improvements & IT Equipment	3,521	4,049
Funded by:		
Department for Education (DfE)	3,197	3,290
Local Authorities (LAs)	76	398
School Governors and other	248	361
	<u>3,521</u>	<u>4,049</u>

**5. DIRECTORS' REMUNERATION**

No remuneration has been paid to any director during the year for acting as a director or trustee (2018: none). 7 directors were reimbursed for travel, subsistence and incidental costs amounting to £2K (2018: 8 directors were reimbursed £3K).

**6. STAFF COSTS**

The average staff numbers (excluding directors) based on headcount and full time equivalents was as follows:

	2019		2018	
	Average Headcount	Full time Equivalent	Average Headcount	Full time Equivalent
Support for Charitable Activities	21.5	20.0	20.5	18.7
Admin Support	3.2	2.9	3.0	2.7
Total	<u>24.7</u>	<u>22.9</u>	<u>23.5</u>	<u>21.4</u>

Staff costs during the year amounted to:

	2019 £'000	2018 £'000
Wages and Salaries	1,028	1,080
Pensions Contributions	179	165
Social Security Costs	113	120
Total	<u>1,320</u>	<u>1,365</u>



**NOTES TO THE FINANCIAL STATEMENTS (Cont'd.)**

**6. STAFF COSTS (Cont'd.)**

The number of employees whose emoluments for the year (including benefits in kind but excluding employer's National Insurance and pension contributions) exceeded £60,000 were as follows:

	2019	2018
£60,001-£70,000	3	2
£80,001-£90,000	-	1
£90,001-£100,000	1	-

**REMUNERATION OF KEY MANAGEMENT PERSONNEL**

Key management personnel are deemed to be those having authority and responsibility for planning, directing and controlling the activities of ODBE. In addition to the directors of the company, key management personnel during 2019 comprised:

Director of Education	Mr Antony Wilson
Deputy Director	Mrs Frances Bartlett (from 01.09.19)
Deputy Director	Mr Gordon Joyner
Assistant Director	Mrs Kirsteen Roberts (to 01.08.19)

No remuneration was paid to any company director during the year (2018: *£nil*) for acting as a director or a member of key management personnel. The aggregate remuneration, including employer's National Insurance contributions and pensions for these 4 employees amounted to £344K (2018: 4 employees £343K).

The Charity has insurance to protect it from any loss arising from the neglect or defaults of its directors and to indemnify the directors against the consequences of any neglect or default on their part. The insurance is provided as part of the Charity's general insurance and as such there is no separate premium payable (2018: *none*). The cover provided is up to £100,000 (2018: £100,000).

**7. PENSION COSTS**

Pension contributions were made in the year to four pension schemes: £27K for two staff to the final salary scheme operated by ODBF through the Pensions Trust (2018: £26K), £103K for eleven staff to the Teachers' Pension Scheme (2018: £80K), £46K for fifteen staff to the Church Workers Pension Funds Pension Builder scheme (2018: £59K) and £3K (2018: nil) for one member of staff to a personal/private pension scheme.

**Staff defined benefit scheme**

Full disclosure of the final salary pension scheme is operated by and included in the accounts of Oxford Diocesan Board of Finance, the participating employer. No additional deficit contributions were due or paid in 2019 towards the previous deficit (2018: *£nil*).

**Church Workers Pension Fund (CWPF)**

ODBE participates in the Pension Builder Scheme section of CWPF for lay staff. The scheme is administered by the Church of England Pensions Board, which holds the assets of the scheme separately from those of the Employer and the other participating employers.

**NOTES TO THE FINANCIAL STATEMENTS (Cont'd.)****PENSION COSTS (Cont'd)**

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

**Pension Builder Scheme**

The Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending upon the investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is a multi-employer scheme as described in Section 28 of FRS 102 as it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers. This means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SOFA in the year are contributions payable (2019: £46K, 2018: £59K).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent scheme valuation completed was carried out as at 31 December 2016.

For the Pension Builder Classic section, the valuation revealed a deficit of £14.2m on the ongoing assumptions used. At the most recent annual review, the Board chose not to grant a discretionary bonus, which will have acted to improve the funding position. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £1.8m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, ODBE could become responsible for paying a share of that employer's pension liabilities.

**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 and, from 1 January 2007, automatic for teachers in part-time employment following appointment or a change of contract, although they are able to opt out.



## **NOTES TO THE FINANCIAL STATEMENTS (Cont'd.)**

The TPS is an unfunded scheme and members contribute on a "pay as you go" basis – these contributions along with those made by employers are credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

### **Valuation of the Teachers' Pension Scheme**

Not less than every four years 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. 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 key elements of the valuation are:

- Employer contribution rates rose from 14.68% to 23.68% of pensionable pay (including a 0.08% employer administration charge), effective from 1 September 2019.
- There is funding from the DfE for the financial year 2019/20 to help maintained schools and academies meet the additional costs resulting from the scheme valuation, and a consultation process will take place to determine final funding arrangements. Funding for 2020/21 onwards will be discussed as part of the next Spending Review round.

The next valuation of the TPS will be as at March 2020, whereupon the employer contribution rate is expected to be reassessed and will be payable from 1 April 2023.

Supporting documentation regarding the valuation is available on the Teachers' Pensions website.

Under the definitions set out in FRS 102, the TPS is a multi-employer pension scheme. Therefore, ODBE has accounted for its contributions to the scheme as if it were a defined contribution scheme.



**NOTES TO THE FINANCIAL STATEMENTS (Cont'd.)****8. TANGIBLE FIXED ASSETS**

	Computer Equipment £'000	Office Equipment £'000	Total £'000
Cost at 1 January 2019	28	5	33
Additions	3		3
Disposals	(8)	-	(8)
Cost at 31 December 2019	23	5	28
Depreciation at 1 January 2019	19	5	24
Charge for the Year	4	-	4
Disposals	(8)	-	(8)
Depreciation at 31 December 2019	15	5	20
Net book values at 31 December 2019	8	-	8
<i>Net book values at 31 December 2018</i>	9	-	9

**9. INVESTMENTS**

	Endowment Funds £'000	Restricted Funds £'000	Total £'000
Market Value at 1 January 2019	246	90	336
Unrealised Gains in the Year	45	17	62
Market Value at 31 December 2019	291	107	398
Historical Cost of Investments	20	74	94

All of the invested funds are held within the UK in CBF Investment Fund shares.

At the date of signing these financial statements, the market value of the listed investments was £291K in respect to endowment funds and £107K in respect to restricted funds.

**10. DEBTORS**

	2019 £'000	2018 £'000
Amounts due within one year:		
Debtors for School Buildings Work	114	60
Other Debtors	173	118
Prepayments and Accrued Income	13	40
	300	218

Debtors arising from school building work are mainly due from the DfE and Local Authorities, with a small amount from school governors.

**NOTES TO THE FINANCIAL STATEMENTS (Cont'd.)****11. CASH AT BANK**

	2019 £'000	2018 £'000
General Deposit and Current Accounts	<u>1,290</u>	<u>1,535</u>

**12. CREDITORS**

	2019 £'000	2018 £'000
Amounts falling due within one year:		
Funding for School Building Works Received in Advance	450	544
Expense Creditors	55	48
Accruals and Deferred Income (Note 13)	108	131
Taxation and Social Security	<u>60</u>	<u>65</u>
	<u>673</u>	<u>788</u>
Amounts falling due after more than one year:		
Loan from CSUST	<u>100</u>	<u>100</u>

The loan from CSUST is interest-free with no fixed repayment date and was advanced to assist with cashflow.

**13. DEFERRED INCOME**

	2019 £'000	2018 £'000
Balance at 1 January	121	140
Amounts added in current year	97	121
Amounts released to income from prior years	<u>(121)</u>	<u>(140)</u>
Balance at 31 December	<u>97</u>	<u>121</u>

Deferred income relates to income received in advance for the period January to March 2020 for the school Service Level Agreement, DFC administration charges and appeals income.

**14. ENDOWMENT FUNDS**

	Balance at 1 January 2019 £'000	Investment Gains £'000	Balance at 31 December 2019 £'000
Hills Bequest for Schools	123	22	145
ODBE Thatcham & Newbury Educational Charity	<u>123</u>	<u>23</u>	<u>146</u>
Total	<u>246</u>	<u>45</u>	<u>291</u>

Included in the funds at 31 December 2019 is £271K of unrealised investment gains (2018: £226K). These funds are held in CBF Investment Fund shares.

**NOTES TO THE FINANCIAL STATEMENTS (Cont'd.)****14. ENDOWMENT FUNDS (Cont'd.)****ODBE - Thatcham & Newbury Educational Charity**

In May 1979 the old Thatcham Church of England school was sold and the Charity Commission provided that one third of the sale proceeds should be managed as a separate charity. This fund has perpetual capital, which is invested in CBF Investment Fund shares. The income from this fund is for furthering the religious, educational and other charitable work of the Church of England in Thatcham and Newbury and the neighbourhood thereof (see note 15).

**Hills Bequest for Schools**

This trust has perpetual capital which is invested in the CBF Investment Fund. The income is for the upkeep, maintenance and repair of Church Schools in the diocese with preference being given to Shrivenham School (see note 15).

**15. RESTRICTED FUNDS**

	Balance at 1 January 2019 £'000	Income £'000	Expenditure £'000	Investment Gains £'000	Balance at 31 December 2019 £'000
Building Improvement Scheme	402	-	(1)	-	401
Hills Bequest for Schools	41	4	(2)	-	43
ODBE Thatcham & Newbury Educational Charity	102	7	(1)	17	125
Other	-	9	(9)	-	-
<b>Total</b>	<b>545</b>	<b>20</b>	<b>(13)</b>	<b>17</b>	<b>569</b>

Included in the funds at 31 December 2019 is £33K of unrealised investment gains (2018: £16K). These funds are held in CBF Investment Fund shares.

**Building improvement scheme**

The balance on this fund represents contributions from Local Authorities and school governors that have not yet been applied to building projects in schools. Since 1 April 2000 the purpose of this fund has been for both improvements and repairs.



**NOTES TO THE FINANCIAL STATEMENTS (Cont'd.)****16. RELATED PARTIES**

ODBF is a related charity, which provides an annual grant to ODBE, £264K in 2019 (2018: £259K). In 2019 ODBF made a grant of £77K to ODBE to support Common Vision projects: chaplaincy and development of church/school relationships. In the prior year, 2018, ODBF made grants totalling £135K to support engagement between schools and parishes and the development of new schools. ODBF provides support services (HR, finance, ICT, premises, communications and administration) to ODBE with a total cost of £168K in 2019 (2018: £161K). The amount due to ODBF was £14K at 31 December 2019 (2018: £15K) and the balance due from ODBF was £nil (2018: £39K).

DT(O)L holds the funds of CSUST and consults with the charity on the use of CSUST funds (see Directors' Report). CSUST provides interest-free loans to the charity which amounted to £100K on 31 December 2019 to finance cash flow (2018: £100K). CSUST made grants of £479K in 2019 to support the work of ODBE (2018: £363K).

Oxford Diocesan Schools Trust (ODST) was formed in 2012 as a multi academy trust. Service charges from ODBE to ODST for project management, buildings consultancy, schools advisory, officer and premises support during 2019 totalled £251K (2018: £171K). The amount due to ODBE was £43K at 31 December 2019 (2018 £49K).

Oxford Diocesan Bucks Schools Trust (ODBST) was formed in 2017 as a multi academy trust. Service charges from ODBE to ODBST for project management, schools advisory and officer support during 2019 totalled £50K (2018: £84K). The amount due to ODBE was £22K at 31 December 2019 (2018: £42K).

ODBE confirms the appointment of directors so as to ensure that the Trust Boards comprises individuals who will uphold the Christian ethos of the schools and have the ability to run a chain of schools. Apart from confirming the appointments, ODBE plays no part in the day to day running of ODST or ODBST, and ODST's and ODBST's primary accountability as multi academy trusts is to the Secretary of State. Thus, there is no requirement to consolidate the financial statements of ODST and ODBST with those of ODBE.

**Transactions with subsidiary companies**

998 shares of Oxford Diocesan Education Services Limited (ODES) held by ODBF were gifted on incorporation to ODBE with nil value. There were no transactions with the subsidiary company in 2019 (2018: none) and no balance due at the end of the year (2018: £nil).

**17. FINANCIAL COMMITMENTS**

All future financial commitments for school projects are the responsibility of school governors and are funded by amounts contractually due from the DfE, LAs or school governors directly.

**NOTES TO THE FINANCIAL STATEMENTS (Cont'd.)****18. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Fixed Assets & Investments £'000	Cash at Bank £'000	Debtors £'000	Liabilities £'000	Total £'000
<b>Endowment Funds</b>					
Hills Bequest for Schools	145	-	-	-	145
ODBE Thatcham & Newbury Charity	146	-	-	-	146
<b>Total Endowment Funds</b>	<b>291</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>291</b>
<b>Restricted Funds</b>					
Building Improvement Scheme	-	837	114	(550)	401
Hills Bequest for Schools	-	43	-	-	43
ODBE Thatcham & Newbury Charity	107	18	-	-	125
<b>Total Restricted Income Funds</b>	<b>107</b>	<b>898</b>	<b>114</b>	<b>(550)</b>	<b>569</b>
<b>General Funds</b>	<b>8</b>	<b>392</b>	<b>186</b>	<b>(223)</b>	<b>363</b>
<b>Total Net Assets at 31 December 2019</b>	<b>406</b>	<b>1,290</b>	<b>300</b>	<b>(773)</b>	<b>1,223</b>

**NOTES TO THE FINANCIAL STATEMENTS (Cont'd.)****19. Prior Year Comparatives****STATEMENT OF FINANCIAL ACTIVITIES For the Year Ended 31 December 2018**

	Note	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds 2018 £'000
<b>INCOME AND ENDOWMENTS FROM:</b>					
<b>Donations</b>	2.1				
Grants from CSUST		363	-	-	363
Grants from ODBF		386	-	-	386
		<u>749</u>	<u>-</u>	<u>-</u>	<u>749</u>
<b>Charitable Activities:</b>	2.2				
School premises related income		249	-	-	249
School service agreement		291	-	-	291
Training and consultancy services to schools		287	24	-	311
Admission Appeals		48	-	-	48
		<u>875</u>	<u>24</u>	<u>-</u>	<u>899</u>
<b>Investments</b>	2.3	<u>3</u>	<u>11</u>	<u>-</u>	<u>14</u>
<b>Total Income</b>		<u>1,627</u>	<u>35</u>	<u>-</u>	<u>1,662</u>
<b>EXPENDITURE ON: Charitable Activities</b>					
School leadership and governance support		1,338	28	-	1,366
School premises related support		266	(4)	-	262
Admission and Appeals service		60	-	-	60
<b>Total Expenditure</b>	3.1	<u>1,664</u>	<u>24</u>	<u>-</u>	<u>1,688</u>
<b>Net (expenditure)/income before losses on investments</b>		(37)	11	-	(26)
Losses on investments	9	-	(1)	(4)	(5)
<b>Net (expenditure)/ income and net movement in funds</b>		<u>(37)</u>	<u>10</u>	<u>(4)</u>	<u>(31)</u>
<b>Reconciliation of funds:</b>					
Total funds brought forward		456	535	250	1,241
<b>Total funds carried forward</b>		<u>419</u>	<u>545</u>	<u>246</u>	<u>1,210</u>

The Statement of Financial Activities (SOFA) includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities. The notes on pages 21-34 support the above figures.

At 31 December 2018, the above funds were represented by the following net assets :-

	Fixed Assets & Investments £'000	Cash at bank £'000	Debtors £'000	Liabilities £'000	Total £'000
Endowment Funds	246	-	-	-	246
Restricted Funds	90	1,039	60	(644)	545
Unrestricted Funds	9	496	158	(244)	419
<b>Total</b>	<u>345</u>	<u>1,535</u>	<u>218</u>	<u>(888)</u>	<u>1,210</u>