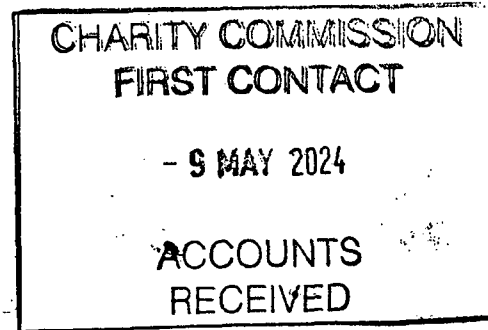


**HEMDEAN HOUSE SCHOOL LIMITED**

**REFERENCE AND ADMINISTRATIVE  
INFORMATION**

**FOR THE YEAR ENDED 31 August 2022**

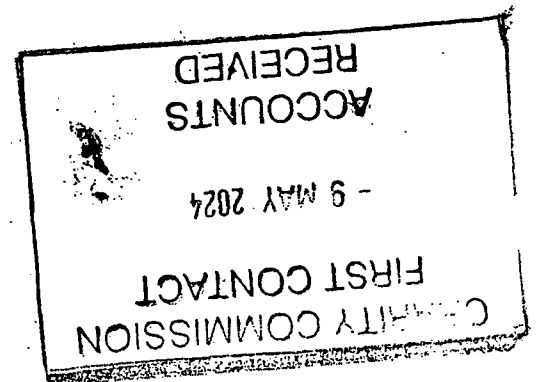


Registered Charity Number :- 309146

**HEMDEAN HOUSE SCHOOL LIMITED**

**TRUSTEES' REPORT AND  
FINANCIAL STATEMENTS**

**FOR THE YEAR END  
31 August 2022**



The Governors, being also directors of the charitable Company, present their report together with the Financial Statements of the Charitable Company for the year ended 31 August 2021. The Report of the Governors is also the Directors' Report by s234 of the Companies Act 1985 and the Trustees' Reports as required by part VI of the Charitable Company's Memorandum and Articles of Association and the Statement of Recommended Practice - 'Accounting and Reporting by Charities' (SORP 2005).

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### *Governing Body*

The governing body has sought to strengthen itself by seeking individuals with a business or private education background. The school has an accountant, and experienced headteacher, providing it with a balanced and varied set of skills. In addition, they have a lawyer and a marketing director to further improve the balance of the team. The governing body remains small and going forward we hope to recruit several new governors to further expand the skills of the team.

### *Governor Training*

New governors are less likely to have direct knowledge of the school and an induction programme has been introduced. All governors are made aware of the need for independence and confidentiality and to declare any conflict of interest which may arise between the school and their personal or business affairs. Governors are invited to attend school functions and are encouraged to spend time in school. Prize-giving, school plays and parents' evenings are additional times when governors come into school. This gives parents and teachers the opportunity to speak to the governors on an individual basis and raise any concerns that they may have. Even though our governors have a wide range of skills, if they feel that there are areas where their expertise does not cover the school's governance needs, they know that they can request suitable training. All governors are DBS checked and are fully aware of child protection procedures at the school, and undertake child protection training on a regular basis.

### *Organisational Structure*

Under normal circumstances the Board of Governors meets six times a year (once per half term) to determine the general policy of the school. Discussions take place on school finance, school policy documents and the school development plan.

Risk Management is constantly reviewed and the Head Teacher, Finance Officer, Data Manager and Site Manager are responsible for identifying risks and bringing them to the attention of the Board of Governors so that discussions take place regarding managing the school's policy towards mitigating those risks. The day-to-day management of the school is delegated to the headteacher, the senior leadership team and finance officer, who are each appointed by the Board and who are supported by the rest of the staff.

Over the course of this year the Governors met more frequently to make important decisions on the direction and future development of the school – this was often via Zoom. Moving forward, with increased numbers on the governing body, individual committees will be established to feed into the main governing body meetings.

**TRUSTEES' REPORT****FOR THE YEAR ENDED 31 August 2022*****Risk Management***

The Governors are responsible for the management of the risks faced by the school. Risks are identified, assessed and controls established throughout the year. Through the risk management process established for the school, the Governors have taken all reasonable steps to satisfy themselves that the major risks identified have been adequately managed where necessary. The Governors conduct frequent reviews of major risks to the school and its activities. The school took on board all the advice offered by the Independent Schools Association along with the Department of Education with regard to constant reviews of the risk assessments and the health and safety policy due to Covid. The safeguarding policy was updated to reflect the issues that could arise from the delivery of on-line learning. The school continued to evaluate the risk from Covid following the 'Return to School' in June 2022. Each event had an individual risk assessment and it was some time before parents were invited back into the school to support pupil activities. The school completes a Risk Management audit on an annual basis.

***Key risks faced by the Charity***

The low pupil numbers threaten the ongoing viability of the school. The Board is continuing to invest in the school facilities and has implemented a marketing plan to bolster numbers in the across the school. Several of our international families had returned home and have made the decision not to return to the UK. The admissions officer has streamlined the admissions system and the head completes the parental tours. The school has accepted a number of pupils from the maintained sector where parents were concerned about the progress of their children. The new governing board are continuing with a plan to put the school on a stronger financial footing and formulate a strategic plan for development. The on-site nursery is growing and pupils will begin to filter through to the reception class in the main school. The remote learning provision developed by the school staff has been widely shared in the community and as a result there has been increased interest in pupils joining the school. The school has also engaged with local businesses to promote the educational provision it has on offer.

**PUBLIC BENEFIT**

The school promotes public benefit locally and to the wider community in several ways. In particular the school:

- Educates some 50 - 70 pupils at minimal cost to the state, thereby creating a saving for the exchequer in the current year;
- Makes its premises available to the local community for sporting and cultural activities;
- Organises and hosts sporting fixtures in which invited local schools participate;
- Offers after school care and holiday care to our pupils and pupils from local schools;
- Is actively engaged in charitable work in the local community, which benefits not only the community but those pupils engaged in the work, by developing a sense of social responsibility;
- Provides bursary funding for deserving cases;
- Pays for training of its staff (including administrative employees) as part of their continuing professional development.

## **OBJECTS, AIMS, OBJECTIVES AND PRINCIPAL ACTIVITIES**

The main objective of the Charitable Company continues to be to ensure that Hemdean House School functions as an Independent Day School and that it continues to thrive in a competitive environment, providing a high standard of education for children between the ages of 4 and 11 and high quality out-of-hours care, before and after school and during school holidays.

### *Strategic Aim and Intended Impact*

Hemdean House's strategic aim is the attainment of the highest academic levels and it strives to encourage self-confidence, independence, power of expression, an enthusiasm for learning and an appreciation of what can be achieved through work, creativity and self-discipline. We are committed to supporting our staff in their teaching and providing exciting and fulfilling programmes of study for our pupils, who are cherished and whose needs are met, including preparation for Senior School. Above all, it is important that our children enjoy their time at Hemdean, feel safe and supported, develop a sense of responsibility and show consideration towards others. We want parents to feel confident that their children are happy and safe in school and that they are being supported and challenged as appropriate, in order to achieve their potential. Entry into senior schools has been a success and the school operates a specific 11+ curriculum in order to prepare the pupils for the various entrance examinations.

### *Annual Objectives*

This year we have focused on the following objectives:

- To maintain the school's high academic performance and its music, drama and sporting achievements;
- To increase pupil numbers to a level which generates a surplus of income over expenditure sufficient to enable the school to maintain and improve its standards and to develop the school;
- To continue to build mutually supportive links with other schools in the locality and to encourage greater community access to the school's facilities outside school hours;
- To ensure the school remains a safe environment;
- To widen our extra-curricular activities, thereby enriching the learning experience of our pupils.
- Ensure all areas of governance are covered and monitored on a regular basis.

**TRUSTEES' REPORT**

FOR THE YEAR ENDED 31 August 2022

*Strategies to achieve the Annual Objectives*

The main strategies are:

- To provide a high standard of education for children up to the age of 11 within an environment which promotes creativity, self-discipline, and mutual respect;
- To be mindful of the impact of the pandemic on the mental health of all members of the school community;
- To ensure that the staff are constantly updating their skills by attending various training courses and through staff development programs and by encouraging peer observation to enable the sharing of good classroom practice;
- To ensure all posts are filled by highly qualified, experienced staff;
- To ensure staff feel valued and are supported by the governors;
- To follow guidelines and statutory.

*Grant making*

Approximately 20% of Hemdean House pupils receive some help towards school fees.

*Volunteers*

The Hemdean House PTA is an organisation which is established to support the school and achieve this by providing a full programme of charitable events ongoing throughout the academic year. The funds raised assist the school in a variety of ways, such as the purchase of one-off items of equipment that would otherwise be unaffordable. Additionally, the school is well supported by a small group of parental volunteer helpers who support the school in a variety of practical ways. None of the Governors are remunerated.

**REVIEW OF ACHIEVEMENTS AND PERFORMANCE FOR THE YEAR***Financial performance*

The fabric of the buildings has continued to be improved. Funds has been deployed in the maintenance of the premises and in updating equipment, particularly to ensure full compliance with fire safety regulations.

The policy of the Governors is to seek to generate a surplus of income over expenditure that enables the school to continue a programme of refurbishment and development. As a result, the governors considered the sale of the business to a third party. After guidance from the Charities Commission the school entered into an agreement with a third party who acquired the land and the school will pay rent on this land from September 2022. In addition, a nursery has been established on site (not owned by the school) which works closely with the Headteacher and is a basis for pupil recruitment for the school.

The Governors are committed to building up reserves, as part of their ongoing business plan, so that said reserves reach a level where there are sufficient funds to cover any reasonable contingency and ensure that the school can always cover its financial obligations.

*Operational Performance*

The school has continued to invest in the site and its premises for long term sustainability, and to provide a safe environment for pupils.

Finally, Hemdean academic staff have maintained the school's academic focus, continuing to provide high standard teaching with a strong pastoral focus. Year 6 pupils all achieve a place at a school of their choice.

~~However, the significant progress in the three key areas above, provide a solid base from which the school can continue to build and grow from September 2022.~~

*Future Plans*

Our main plans for the academic year 22/23 are:

- To ensure the Head is provided with the support and assistance necessary to enable them to carry out their duties professionally and effectively.
- To provide a culturally, physically, spiritually and socially enriching environment where each member of the community is appreciated as a unique individual;
- To increase pupil numbers, through having a strong offering and effective marketing;
- To ensure our gifted and talented pupils are challenged, while continuing to support and encourage those less able pupils and those with EFL;
- To improve our provision for pupils with learning difficulties and reviewing the cost structure of this service;
- To ensure that all staff have training in teaching children with special educational needs;
- To raise the staff and pupil awareness of the importance of sustainability in the use of resources;
- To continue to improve the school grounds and facilities, especially for children with special needs;
- To maintain and increase the contracts for the hire of our new hall during the evenings and weekends, thus providing facilities for the wider community, raising the profile of the school and increasing our income;
- Staff training continues to be a priority, and staff will have the opportunity to attend courses on various educational issues;
- To build links with Reading Borough Council and other schools to help with staff training.
- To broaden the skillset of the governing body, so that we have the appropriate educational and professional expertise.
- To appoint a clerk of the Governors;
- To develop a robust training programme for all Governors – delivered by AGBIS.

# TRUSTEES' REPORT

FOR THE YEAR ENDED 31 August 2022

## *Governors Responsibilities*

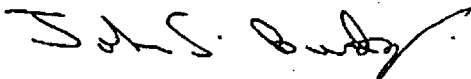
Company law requires the Governors to prepare Financial Statements for each financial year, that give a true and fair view of the Charitable Company's state of affairs and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those Financial Statements the Governors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any 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 Charitable Company will continue to operate.

The Governors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charitable Company and to ensure that the Financial Statements comply with the Companies Act 1985. The Governors 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.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies, and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by order of the Board of Governors on 29th April 2024 and signed on its behalf by:



.....  
J Buxton - Governor

**STATEMENT OF FINANCIAL ACTIVITIES**

FOR THE YEAR ENDED 31 August 2022

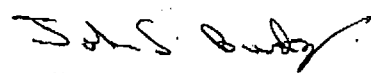
<b>Recommended categories by activity</b>	<b>Notes</b>	<b>Unrestricted funds £</b>	<b>Total Funds 2022 £</b>
<b>Incoming resources</b>			
<b>Income and endowments from:</b>			
Charitable activities	2	602,557	602,557
<b>Total</b>		<b>602,557</b>	<b>602,557</b>
<b>Resources expended</b>			
<b>Expenditure on:</b>			
Raising funds	3	70,137	70,137
Charitable activities	4	669,593	669,593
Other	5	15,103	15,103
<b>Total</b>		<b>754,832</b>	<b>754,832</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>		<b>(152,275)</b>	<b>(152,275)</b>
<b>Net income/(expenditure)</b>		<b>(152,275)</b>	<b>(152,275)</b>
<b>Net movement in funds</b>		<b>(152,275)</b>	<b>(152,275)</b>
<b>Reconciliation of funds:</b>			
Total funds brought forward		282,769	282,769
<b>Total funds carried forward</b>		<b>130,494</b>	<b>130,494</b>

**BALANCE SHEET**

FOR THE YEAR ENDED 31 August 2022

Recommended categories by activity	Notes	Unrestricted funds £	Total Funds 2022 £
Fixed assets			
Tangible assets	6	16,056	16,056
<b>Total fixed assets</b>		<b>16,056</b>	<b>16,056</b>
Current assets			
Debtors	7	140,645	140,645
Cash at bank and in hand	8	177,992	177,992
<b>Total current assets</b>		<b>318,637</b>	<b>318,637</b>
Creditors: amounts falling due within one year	9	190,748	190,748
<b>Net current assets/(liabilities)</b>		<b>127,889</b>	<b>127,889</b>
<b>Total assets less current liabilities</b>		<b>143,945</b>	<b>143,945</b>
<b>Total net assets or liabilities</b>		<b>143,945</b>	<b>143,945</b>
<b>Funds of the Charity</b>			
Unrestricted funds		130,494	130,494
Restricted income funds			-
Endowment funds			-
<b>Total funds</b>		<b>130,494</b>	<b>130,494</b>

The financial statements were approved by the Board on 29-Apr-2024 and signed on its behalf by:



J Buxton - Governor

## **1 Accounting Policies**

### **1.1 Accounting Policies**

The principal accounting policies adopted by the Charity, which is a public benefit entity, in the preparation of the accounts are as follows.

### **1.2 Basis of preparation**

These accounts have been prepared under the historical cost convention, as modified by the inclusion of charitable properties and fixed asset investments and investment properties at valuation.

These accounts have been prepared in accordance with "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

These accounts are presented in pounds sterling and rounded to the nearest pound.

### **1.3 Going concern**

The Trustees have prepared financial projections, taking into consideration the current economic conditions and have, at the time of approving these accounts, a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing the accounts.

### **1.4 Other trading income**

Other trading income from non-charitable sources is recognised over the period to which it relates. Any relating to future periods is deferred.

### **1.5 Expenditure**

Expenditure is recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be estimated reliably. It is inclusive of VAT which cannot be recovered.

Direct costs are those costs which directly attribute to its activities. Wages and salaries are allocated to direct costs based on an estimate of time spent on charitable activities by staff members.

Support costs include staff costs and are those which do not produce a direct output. Staff costs relate to specific activities and this is reflected in the allocation of payroll costs based on the percentage of time spent.

All costs, including governance costs, are allocated between the expenditure categories of the charity on a basis designed to reflect the use of the resource. Costs relating to a particular activity are charged directly; others are apportioned on an appropriate basis.

**NOTES TO THE FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 August 2022

**1.6 Pensions**

The Charity makes contributions to defined contribution pension schemes through auto enrolment. These contributions are charged to the income and expenditure account in the year in which they become payable.

**1.7 Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts.

**1.8 Financial instruments**

Charities preparing accounts normally measure a basic financial asset or basic financial liability on its initial recognition at the amount receivable or payable adjusted for any related transaction costs. However, if initially measured at fair value, transaction costs are not included in the measurement of financial assets or liabilities; instead, the transaction costs are treated as an expense. If extended credit is offered, the accounting treatment depends on those extended credit terms.

The subsequent measurement of financial assets and financial liabilities depends on their nature and settlement dates. The carrying amount must be calculated without any deduction for transaction costs that may be incurred on sale or disposal.

**1.9 Tangible fixed assets**

Tangible fixed assets, such as land and buildings, plant, vehicles and equipment, are held to provide an on-going economic benefit to a charity through their contribution, directly or indirectly, to the provision of goods or services by the charity.

Tangible fixed assets, other than freehold land, are stated at cost or valuation less depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Name	Rate (%)	Year	Method
Fixtures and Fittings	10 Years	Straight Line	
Computer Equipment	3 Years	Straight Line	

**1.10 Debtors**

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

**2 Income from Charitable Activities**

	Unrestricted funds	Restricted income funds	Endowment funds	Total funds 2022
Analysis	£	£	£	£
Sale of service	602,557	-	-	602,557
	602,557	-	-	602,557

**3 Expenditure on Raising Funds**

	Total funds 2022
Analysis	£
Advertising, marketing, direct mail and publicity	665
Rent collection, property repairs and maintenance charges	65,773
Support Costs	3,699
	70,137

**4 Expenditure on Charitable Activities**

	Total funds 2022
Analysis	£
Legal/professional fees	300
Wages and salaries	573,241
Staff costs	24,901
Cost of services	61,188
Support Costs	9,963
	669,593

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 August 2022

**5 Other Expenditure**

	Unrestricted funds	Restricted income funds	Endowment funds	Total funds 2022
Analysis	£	£	£	£
Other Expenditure	7,800	-	-	7,800
Depreciation Charge for the Year - Fixtures & Fittings	7,303	-	-	7,303
	<u>15,103</u>	<u>-</u>	<u>-</u>	<u>15,103</u>

**6 Tangible Fixed Assets****6.1 Cost or valuation**

	Fixtures & Fittings £	Computer Equipment £
At 01 September 2021	54,410	5,586
Additions	-	-
Disposals	-	-
Revaluations	-	-
Transfers	-	-
At 31 August 2022	<u>54,410</u>	<u>5,586</u>

**6.2 Amortisation and impairments**

	<b>Fixtures &amp; Fittings</b>	<b>Computer Equipment</b>
	£	£
At 01 September 2021	33,500	3,137
Additions	5,441	1,862
Disposals	-	-
Revaluations	-	-
Transfers	-	-
At 31 August 2022	38,941	4,999

**6.3 Net book value**

	<b>Fixtures &amp; Fittings</b>	<b>Computer Equipment</b>
	£	£
At 01 September 2021	20,910	2,449
At 31 August 2022	15,469	587

**7 Debtors: Amounts falling due within one year**

	<b>Total funds 2022</b>
	£
Trade debtors	136,253
Prepayments & accrued income	4,392
	140,645

**8 Cash at bank and in hand**

	<b>Total funds 2022</b>
	£
Cash at bank and on hand	177,992

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 August 2022

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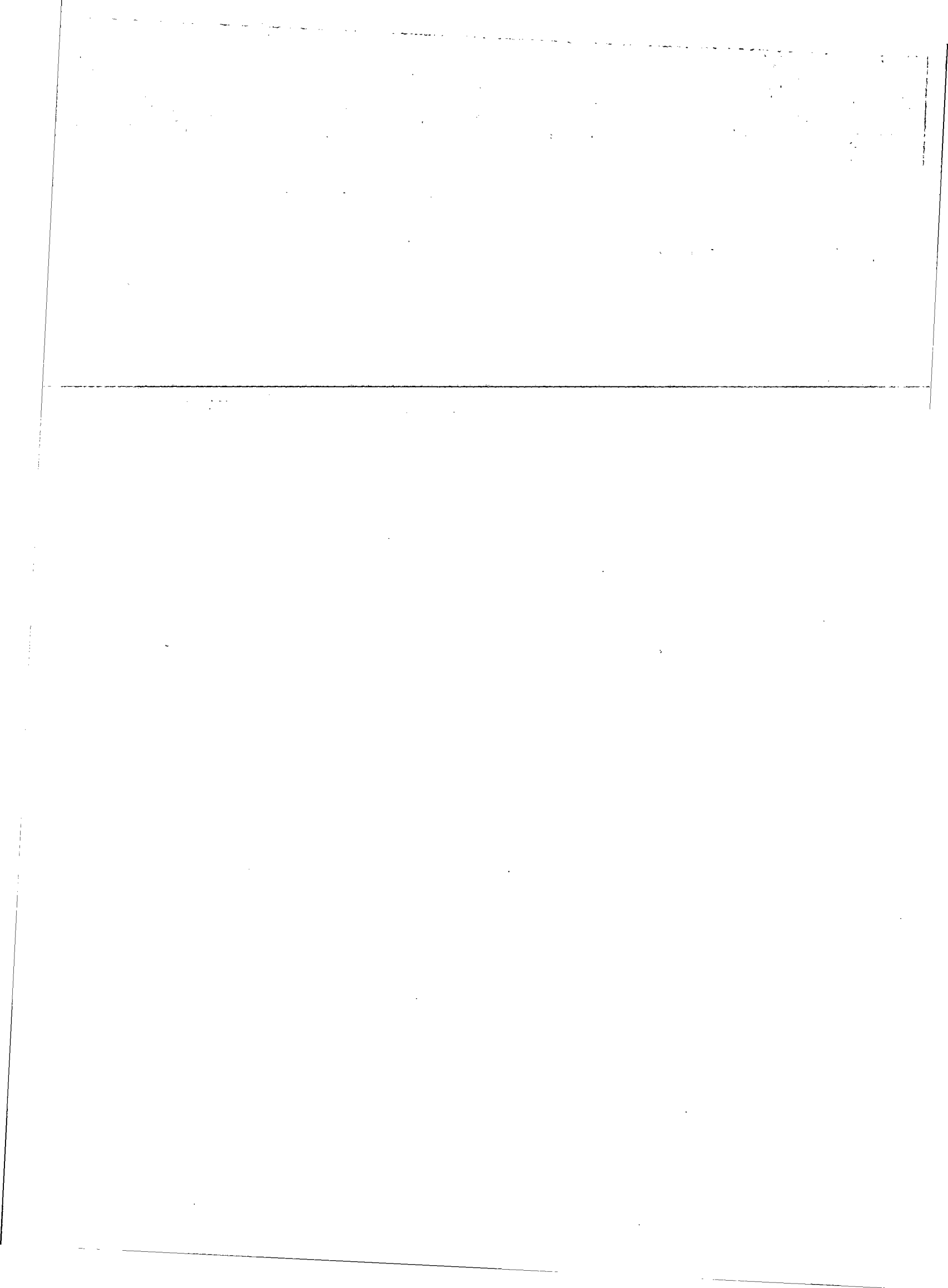
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177,992

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**9 Creditors: Amounts falling due within one year**

	<b>Total funds 2022</b>
	<b>£</b>
Accruals and deferred income	190,748
	<hr/>
	190,748
	<hr/>





qualification(s) or body  
(if any):

ICAEW

Address:

16 EAST PARK FARM DRIVE  
CHARVIL  
READING RG10 9NS

**Section B Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

11/11/18

11/11/18